

Swiss National Museum

Covid-19

SAFETY PLAN

for the Forum of Swiss History Schwyz

of 11 May 2020 (last updated 7 July 2020)

BASIS

The emergency situation came to an end on 19 June 2020, and on 22 June 2020, the Federal Council put the 'Covid-19 Ordinance Special Situation' (Ordinance 3) into force. The Swiss National Museum (SNM) has drafted the present individual safety plan for the **Forum of Swiss History Schwyz** (FSH) on this basis and on that of the general plan of the Swiss Museums Association (SMA), which was updated on 26 June 2020.

BASIC RULES AND REQUIREMENTS

The safety plan for the FSH is designed to ensure compliance with the following requirements.

1. **Hand hygiene:** All individuals on FSH premises must wash their hands regularly.
2. **Social distancing:** Staff and other individuals must remain 1.5 metres apart at all times.
3. **Cleaning:** All surfaces and objects must be cleaned appropriately after use, particularly if they have been touched by multiple people.
4. **Individuals at increased risk:** Suitable protection must be in place for individuals at increased risk.
5. **Individuals suffering from COVID-19 at work:** Anyone who shows signs of illness on FSH premises must be sent home and told to (self-) isolate in accordance with FOPH guidance.
6. **Specific circumstances in the workplace:** Any specific aspects of particular roles must be taken into account, and suitable precautions implemented to ensure staff safety.
7. **Provision of information:** Staff and other relevant individuals must be kept fully informed of the requirements and measures in place.
8. **Management:** Management must implement the provisions of this plan in order to ensure that protective measures are applied effectively and appropriately.

The present document sets out a range of measures designed to meet each of these requirements. The Head of Museum Operations is responsible for the implementation of this safety plan and is the contact person for the responsible authorities.

LIST OF SAFETY MEASURES

1. Hand hygiene

- 1.1. Hand sanitiser and roller towels will be available for the use of all staff. The rollers have been cleaned with anti-bacterial cleaning products by a professionally recognised service provider (CWS). Washing facilities in the toilets and staff cloakroom will be equipped with soap and water.
- 1.2. Hand sanitiser will be provided for visitors in front of the entrance, at the welcome desk (ticket office), at the doors to the cloakroom, and at the entrances to all exhibitions. Washing facilities in the toilets will be equipped with soap and water and roller towels. The rollers have been cleaned using anti-bacterial cleaning products by a professionally recognised service provider (CWS). Sealable waste bins have been provided by the entrance, in the toilets and in the basement near the cloakroom.
- 1.3. Cashless payment will be accepted at the welcome desk (ticket office and shop).
- 1.4. Single-use gloves will be available for staff working at the welcome desk.
- 1.5. Media stations, such as touch-screens and iPads, will be disinfected regularly. Wherever possible, visitors will be issued with styluses for the media stations and touch-screens. Once they are returned, they must be thoroughly disinfected before being used again.
- 1.6. No audio guide equipment will be issued. An audio guide app is available, which visitors will be able to download to their own devices.

2. Social distancing

- 2.1. The staff of the FSH is to ensure that all individuals remain at least 1.5 metres apart at all times. This distance may be reduced if the visitors wear face masks.
- 2.2. Staff at the welcome desk are separated from visitors by a protective plexiglass screen.
- 2.3. In the exhibition spaces, supervisors are responsible for monitoring and enforcing the social distancing rules.
- 2.4. The cafeteria at the entrance to the museum will not be operating. All tables and chairs have been removed.
- 2.5. The museum shop will operate in accordance with social distancing rules. Staff members at the welcome desk, who also run the shop, will be responsible for monitoring and enforcing the social distancing rules.

- 2.6. Compliance with the social distancing rules should not pose any problems at our Herrengasse offices (separate office building outside the museum, staff have no interaction with customers). Staff work in individual offices.
- 2.7. Supervisors are requested to use the staff cloakroom only one at a time. This will make it easier to maintain social distancing.
- 2.8. Events may take place with a maximum of 1,000 people. Events with more than 300 attendees will be divided into sectors with a maximum of 300 people and the contact details of all visitors will be collected.
- 2.9. For events with up to 300 attendees, where guests and/or spectators will be expected to sit down, the seats must be arranged such that there is at least one empty seat between individuals and between family groups or groups of people living in the same household. Chairs must be arranged with a distance of at least one metre between chairs and between rows. If this arrangement cannot be guaranteed, contact details of all visitors must be recorded.
- 2.10. For events with up to 300 attendees, where people are expected to stand, social distancing rules must be complied with. If this arrangement cannot be guaranteed, contact details of all visitors must be recorded.
- 2.11. The regulations for events also apply to guided tours. This means that the subject matter expert must collect the contact details of all visitors taking part in public tours, if it cannot be guaranteed that they will be able to maintain social distancing during the tour. For pre-booked group or school tours, the details provided by the organiser will suffice; these details must be recorded by staff at the welcome desk.

3. Cleaning

- 3.1. Staff cleaning the premises must wear single-use gloves.
- 3.2. Toilet facilities must be cleaned and disinfected regularly. Cleaning must be recorded as appropriate in a cleaning log.
- 3.3. Surfaces that are touched frequently must be regularly cleaned and disinfected: lift buttons, door handles, handrails, display cases, touch-screens, iPads, headphones in the exhibition spaces, exhibits, office materials, telephones, computer keyboards, payment terminals, etc.
- 3.4. FSH must be fed with a constant supply of fresh air.
- 3.5. All waste must be disposed of hygienically and in accordance with accepted practice.
- 3.6. All bins must be emptied regularly.

4. Individuals at increased risk

- 4.1. Staff in high-risk groups will work from home or in individual offices where possible.

5. Individuals suffering from COVID-19 at work

- 5.1. Staff who show signs of illness will be sent home. They will be told to (self-) isolate in accordance with FOPH guidance, and to consult their GP.
- 5.2. All employees will be advised via intranet message to install the Swiss Covid App.
- 5.3. Any visitors showing suspected symptoms of COVID-19 should be sent home immediately.

6. Specific circumstances in the workplace

- 6.1. Staff will be provided with regular training in the use of protective equipment.

7. Provision of information

- 7.1. Visitors will be informed of the safety measures in place and the behaviour expected of them via <https://www.forumschwyz.ch/> and on the museum site. It will be made clear to visitors that supervisors have the authority to intervene to address any behaviour that might represent a risk.
- 7.2. Appropriate measures in accordance with guidance from the FOPH will be in place at the entrance, at the welcome desk (ticket office), at the cloakroom and toilets, and at the entrances to the exhibitions.
- 7.3. Visitors will also be asked to use contactless payment cards wherever possible.

8. Management

- 8.1. The present safety plan will be made available to visitors on <https://www.forumschwyz.ch/>. Staff can find the safety plan and additional information on the coronavirus situation on the FSG intranet system.
- 8.2. Staff will be trained by individuals nominated by the Head of Museum Operations to ensure compliance with the measures set out in the safety plan.
- 8.3. Supervisors and estates staff will ensure that sufficient quantities of hand sanitiser and cleaning materials for surfaces and objects are available at all times.
- 8.4. The individuals nominated by the Head of Museum Operations will be responsible for ensuring that there are sufficient stocks of relevant items (soap, hand sanitiser, disposable towels, face masks, single-use gloves etc.).

SUMMARY

All of the measures set out above will be applied at the FSH. This document was last updated on 7 July 2020; the latest version has been provided to all FSH staff, and its provisions have been explained.



Andreas Spillmann
Director SNM



Karin Freitag-Masa
Head of Museum Operations FSH