

SAFETY PLAN

of the Swiss National Museum
for the Forum of Swiss History Schwyz
under Covid-19

dated 11 May 2020 (last updated 2 November 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. Due to the sharp rise in coronavirus infections, the Federal Council has ordered further measures and amended the Ordinance accordingly. The Swiss National Museum (SNM) has drafted the present individual safety plan for the **Forum of Swiss History Schwyz** (FSG) on this basis, on the amended general plan of the Swiss Museums Association (SMA) and on the current Canton of Schwyz measures to contain the Covid-19 pandemic. This safety plan will be continuously adjusted.

BASIC RULES AND REQUIREMENTS

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

1. **Hand hygiene:** All individuals on FSG premises must wash their hands regularly.
2. **Social distancing and mandatory use of face masks:** Staff and other individuals must adhere to the distance rule. It is compulsory to wear a mask in all rooms, on tours and events
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 FSG 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 FSG 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, next to the wardrobe 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).
- 1.3. Cashless payment will be accepted at the welcome desk (ticket office and shop).
- 1.4. 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.
- 1.5. Audio guide equipment is delivered in disinfected condition. An audio guide app is available, which visitors will be able to download to their own devices (bring your own device).

2. Social distancing and mandatory use of face masks

- 2.1. In all rooms, on guided tours events of the FSG, it is compulsory to wear a mask.
- 2.2. The staff of the FSG must ensure that all individuals adhere to the distance rule and that masks are worn.
- 2.3. Supervisors are requested to use the staff cloakroom only one at a time. This will make it easier to maintain social distancing.

- 2.4. Wearing masks is compulsory indoors in the workplace. Exceptions are people who work alone in a closed room (e.g. individual office) or who cannot wear a face mask for safety reasons or because of the nature of their work. Staff work in individual offices.
- 2.5. A maximum of 30 people are permitted at FSG's own events. This does not include persons who are involved in the course of their professional activities and persons who assist in the implementation of the event. The contact details of the persons present will be recorded.
- 2.6. A maximum of 15 visitors are permitted on the FSG's own guided tours. This does not apply to school tours. The contact details of the persons present will be recorded. In the case of families or other groups where people know each other, it is sufficient to collect the contact details of one person per group.

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. FSG 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.
- 3.7. Rubbish bags must not be over-filled, i.e. filled to the point they have to be squashed down.

4. Individuals at increased risk

- 4.1. Staff who are classified as 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.
- 6.2. The work from home recommendation from the Federal Council shall be implemented wherever possible.

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 FSG. This document was last updated on 2 November 2020; the latest version has been provided to all FSG staff, and its provisions have been explained.



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