

SAFETY PLAN

for the Zug Castle Museum (COVID 19)

last updated on 31 August 2020

Aim and basic rules

This safety plan ensures compliance with the following requirements:

1. All individuals (staff and visitors) in the museum premises must wash their hands regularly (**hand hygiene**).
2. Staff, visitors and all other individuals in the museum premises must remain 1.5 metres apart at all times (**social distancing**).
3. All surfaces and objects must be cleaned appropriately after use, particularly if they have been touched by multiple people (**cleaning**).
4. Suitable protection must be in place for **individuals at increased risk**. (*internal measures*)
5. Anyone who shows signs of illness in the museum premises must be sent home and told to (self) isolate in accordance with FOPH guidance (**Individuals suffering from COVID 19 at work**).
6. Any specific aspects of particular roles must be taken into account, and suitable precautions implemented to ensure staff safety (**specific circumstances in the workplace**). (*internal measures*)
7. Staff and other relevant individuals must be kept fully informed of the requirements and measures in place (**provision of information**).
8. Information must be provided regarding any special activities or initiatives taking place at the museum (**museum activities**).

The present document sets out a range of measures designed to meet each of these requirements.

1. Hand hygiene

- Hand sanitiser will be provided for visitors in front of the entrance, at the welcome desk, at the cloakroom, and at the lift (ground floor).
- Washing facilities in the toilets will be equipped with soap and water and disposable paper towels.
- Visitors must disinfect their hands on arrival at the museum.
- For hygienic reasons, payment should preferably be made by card, not cash. If it is not possible for you to pay by card, the exact amount may be placed in the repository provided.
- All hands-on exhibits and all headphones have been removed for hygienic reasons. Visitors will be issued with touch-screen pens for the media stations and touch-screens. Once they are returned, they must be thoroughly disinfected before being used again.

2. Social distancing

- Staff working at the welcome desk will be separated and protected from visitors by a plexiglass screen, markings show visitors how to stay 1.5 metres apart. Due to the limited space in the reception area, no more than one person or family may stand there at the same time. Other visitors must wait in front of the entrance or in the cafeteria.
- At the welcome desk, the cloakroom, the toilets, the lift (ground floor) and the staircases there are markings, in order to ensure the necessary minimum distance between visitors.
- Due to the narrow spacial situation the permanent exhibition can be visited only on a defined tour (one-way system) that starts at the third floor (access by lift).

- Due to narrow spaces some rooms are closed or have limited access:
 - o Fifth floor, studio: closed.
 - o Fourth floor, room for children: closed.
 - o Third floor, shoemaker's room: partially locked.
 - o Second floor, chemist's shop: access limited, insight possible.
 - o Second floor, Red room: 1 person only, partially locked.
 - o First floor, Baroque room: No access, insight possible.
 - o Ground floor, Cafeteria: not operating.
 - o Basement floor, Toilets: 1 person each.
- All people (except to members of the same family/children) must keep a distance of 1.5 metres between each other at all times. The supervisory staff are responsible for monitoring compliance with this distancing rule.
- The cafeteria will not be operating. All tables have been removed.
- If visitors would like to wear a face mask they must bring their own.
- The museum opening hours may be changed as required. Details will be published on www.burgzug.ch.

3. Cleaning

- Museum premises must be cleaned and disinfected regularly. Cleaning must be recorded as appropriate in a cleaning log.
- Surfaces that are touched frequently must be regularly cleaned and disinfected. Such surfaces include lift buttons, door handles, handrails, display cases, touch-screens, office materials, telephones, computer keyboards, payment terminals, etc.
- Surface disinfectants and disposable paper towels will be provided for visitors in front of the cloakroom and the lift (ground floor) in order that visitors disinfect the keys and lockers by themselves.
- Zug Castle Museum must be fed with a regular supply of fresh air.
- All bins must be emptied regularly by staff wearing single-use gloves, which must be disposed of immediately after use.

4. Individuals at increased risk

- *Only internal measures*

5. Individuals suffering from COVID 19

- Any visitors showing suspected symptoms of COVID 19 will be sent home immediately and should contact their doctor.

6. Specific circumstances in the workplace

- *Only internal measures*

7. Provision of information

- The public will be informed:
 - o In advance (Website) and on the spot about the measures undertaken and about expected modes of behaviour.

- That the staff of museum is authorised to intervene in cases of hazardous behaviour. The staff will warn visitors if the instructions are not sufficiently respected and ask visitors to comply for everyone's comfort.
- The official communications of the FOPH are displayed on museums remises.

8. Museum activities

- Events will be allowed to take place, if the minimum distance of 1.5 metres between visitors can be guaranteed during the event, if face masks are worn or if contact data are collected
- the museum is obligated to take contact data (first name, name and phone number) of participants (In the case of school classes and private groups of at least one member of the group, i.e. the organiser). The data are retained for two weeks and then will be destroyed. Data protection is guaranteed.
- The museum will designate a person responsible for compliance with the measures in the safety plan at each event.
- The «Lili»-Tour for children cannot be provided for hygiene reasons until further notice.

Zug Castle Museum
Director



Dr Marco Sigg