

## Swiss National Museum

Covid-19

### SAFETY PLAN

for the Collections Centre Affoltern am Albis

11 May 2020 (last updated 3 February 2022)

### BASIS

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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' into force. The ordinance has since been amended several times by the Federal Council. The Swiss National Museum (SNM) has drafted the present individual safety plan for the **Collections Centre Affoltern am Albis (CC)** based on this, as well as on the amended general plan of the Swiss Museums Association (SMA).

#### Temporary measures:

In indoor areas open to the public, at exhibitions, guided tours and events, persons aged 16 and over are only permitted if they have been vaccinated or have recovered (2G). In addition, masks are still compulsory at these venues for persons 12 years of age and older. For events with more than 300 people outside, the 3G rule applies. These measures will apply at least until 16 February 2022. For the following section 2.6, the above applies temporarily as a supplement or replacement.

### BASIC RULES AND REQUIREMENTS

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

1. **Hand hygiene:** All individuals on CC 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 publicly accessible interiors, on tours and own 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:** Sick people must stay at home, those with symptoms are sent home and have to get tested.

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 Collection Centre is responsible for the implementation of this safety plan and is the contact person for the responsible authorities.

## **LIST OF SAFETY MEASURES**

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### **1. Hand hygiene**

- 1.1. Disinfectants and disposable paper towels are available for all employees in the workplace. There are washing facilities with soap and water in the toilets. Disposable paper towels can be disposed of in lockable waste bins.
- 1.2. Sufficient disinfectants are available for visitors and there are washing facilities with soap and water in the toilets.
- 1.3. The disposable paper towels provided must be used to dry hands when using the kitchen in the staff room (cafeteria).

### **2. Social distancing and mandatory use of face masks**

- 2.1. It is compulsory to wear a mask in publicly accessible interiors, on tours and own events.
- 2.2. The staff ensures that the distance rules for visitors are observed and that a face mask is worn.
- 2.3. The required distance must be maintained at the workplace if possible and it should be ventilated regularly. If there is more than one person in the room, it is mandatory to wear a mask.
- 2.4. Care is taken to ensure that the distance rule is also adhered to in internal rooms such as reception room, the seminar room, conference room 2B.52.
- 2.5. The reception and seminar rooms can be booked for events. However, the individuals making the booking will have to have a safety plan for their event and comply with the relevant safety measures (social distancing, hygiene regulations, wearing of masks, recording of contact details, etc.). CC will monitor compliance with the regulations.

- 2.6. At CC events without mandatory seating outside, a maximum of 500 people are allowed and a maximum of two thirds of the capacity of the areas may be occupied. If it is compulsory to sit, a maximum of 1,000 people are permitted. 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. A maximum of 50 visitors are permitted at CC tours. This does not apply to school tours or to children born in 2001 or younger. The contact details of the accompanying person are recorded.

### **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, office materials, telephones, computer keyboards, payment terminals, etc.
- 3.4. CC 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**

- 5.1. Employees with COVID-19 stay at home.
- 5.2. Employees with symptoms should have themselves tested, go home and wait for the result.
- 5.3. Any visitor or supplier 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. Working from home is recommended and shall be implemented wherever possible.

## 7. Provision of information

- 7.1. Visitors and suppliers will be informed of the safety measures in place and the behaviour expected of them via <https://www.sammlungszentrum.ch/> and on the museum site. It will be made clear that staff have the authority to intervene to address any behaviour that might represent a risk.

## 8. Management

- 8.1. The present safety plan will be made available to visitors and suppliers on <https://www.sammlungszentrum.ch/>. Staff can find the safety plan and additional information on the coronavirus situation on the SNM intranet system.
- 8.2. The Head of Collection Centre will train nominated individuals 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, and that there are sufficient stocks of relevant materials (soap, hand sanitiser, disposable towels).

## SUMMARY

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All of the measures set out above will be applied at the CC. This document was last updated on 3 February 2022. A copy of the latest version has been provided to all CC staff, and its provisions have been explained as necessary.



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