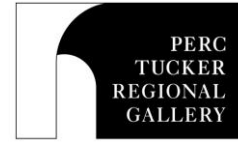


GALLERIES

Groups/Schools Safety Plan



OVERVIEW

This document is aimed to assist patrons and with the planning of potential school and community group visits to Perc Tucker Regional Gallery (PTRG).

It is the responsibility of each individual and of those bringing visiting groups to be aware of the health and safety of all those in their care. Supervisors and Team Leaders are responsible for their groups.

SUPERVISION

Teachers and accompanying supervisors are required to supervise students throughout the entire visit. The responsibility to maintain control of the group is to ensure student safety rests with the supervising teacher in charge.

Teachers in charge/group leaders are responsible for ensuring other staff or supervising adults are fully briefed on Gallery protocols upon arrival.

Adult group leaders should be aware of specific behaviour or medical conditions affecting individual group members.

As would be expected, care should be taken when using the stairs, elevators, ottoman seating, hand railings throughout the Gallery. Please ensure that group members and school aged children walk at all times whilst in the Gallery. This will reduce the chance of an injury and also reduce the likelihood of damage to artworks.

Appropriate numbers of supervisors should accompany each group and supervisors should remain with the group at all times.

The minimum required adult to student ratio is as follows:

- Kindergarten and Prep >> 1:3
- Primary School >> 1:5
- Middle School >> 1:10
- Senior School >> 1:15

FIRST AID

The Gallery has a number of first aid trained staff who are available to treat visitors, staff and contractors at the Gallery. We ask that you inform Gallery staff should a first aid / medical situation arise during your visit.

FIRE SAFETY AND EMERGENCY EVACUATION

Fully trained Emergency Wardens have the responsibility to direct visitors and staff in emergency situations at the Gallery.

The Gallery has various emergency systems in place including clearly marked Emergency Exits, Fire, Smoke and Thermal Alarm systems in an unlikely event of an emergency.

Should any of the emergency tone alarms listed above be activated, individual visitors, the group leader/team supervisor will be directed by an Emergency Warden.

The elevator should not be used in an emergency.

GENERAL

Food and drink cannot be consumed inside the Gallery.

The Gallery is wheelchair accessible and toilet facilities, including disabled toilets are located on the Ground Floor.

Temperature and humidity levels within the Gallery are maintained at a controlled setting. Suitable clothing and footwear should be worn during your visit.

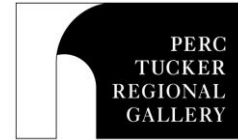
The Perc Tucker Regional Gallery has public liability insurance.

If further information is required please contact City Galleries on 4727 9011 or email galleries@townsville.qld.gov.au

We look forward to welcoming you and we hope that you enjoy your visit.

GALLERIES

Groups/Schools Safety Plan



COVID-19 SAFE PLAN

Perc Tucker Regional Gallery introduced a range of COVID-19 specific safety measures to safeguard the health, safety and well-being of all individuals visiting or working at the Gallery.

Do not enter the Gallery if:

- You have been diagnosed with COVID-19
- You are displaying COVID-19 or cold and flu like symptoms including:
 - Fever
 - Coughing
 - Sore throat
 - Fatigue
 - Shortness of breath
- You have returned from overseas travel in the last 14 days
- You have returned from an Australian 'hot spot'
- You have been in contact with anyone diagnosed with COVID-19 in the last 14 days
- You have been in contact with someone who has travelled overseas in the last 14 days
- You have been directed by Queensland Health to self-isolate

Protect yourself from contracting COVID-19 by staying home if:

- You are considered a high medical risk (eg. lung and heart disease, diabetes)
- You are over 65 years old

All visitors to the Gallery must provide their name, address and phone number. This will assist Queensland Health to conduct contact tracing in the case of a confirmed case at the Gallery. Contact information will be collected at entry and managed in accordance with the *Information Privacy Act 2009 (Qld)*.

Refer to the displayed educational posters about hygiene and hand washing (displayed in all amenities and entry point).

Follow directions on all signage advising visitors about:

- Social distancing (1.5m distance, 4m² per person)
- Gallery capacity restrictions
- Lift restrictions
- Entry and Exit instructions

Groups must adhere to social distancing requirements and remain apart from other Gallery patrons at all times of 4m² per person at 1.5m apart.

For school groups, please ensure there is adequate adult to student ratio.

The minimum required adult to student ratio is as follows:

Kindergarten and Prep >> 1:3
Primary School >> 1:5
Middle School >> 1:10
Senior School >> 1:15

Gallery staff will monitor specific gallery areas and spaces and ensure visitors are maintaining social distancing and capacity restrictions are not exceeded.

To prevent the spread of COVID-19, PTRG has increased the cleaning frequency of highly touched areas in the Gallery including door handles, handrails, elevator buttons and counter surfaces.

To protect visitors, staff and volunteers, there is no cash sales and only contactless payments are available.

Information desk brochures, maps and other paper-based items have been removed from public areas and can be made available by request only.

We encourage all visitors to the Gallery to consider downloading the Australian Government COVIDSafe App to assist health officials with contact tracing.

If further information is required please contact City Galleries Information Desk on 4727 9011 or email galleries@townsville.qld.gov.au

We look forward to welcoming you and we hope that you enjoy your visit.