



# Policy

## COVID 19 Rules Gallery Access

### 1 MAI COVID-19 rules for gallery access

The MA gallery is both a workplace and a place open to visitors. MAI has a responsibility under the Health and Safety at Work Act 2015 to ensure the safety of those who enter the MA gallery. In addition, the government has put in place rules for businesses operating under various COVID-19 alert levels. Kaipara is currently operating under alert level 2 guidelines.

The MAI committee has assessed the level of risk associated with the transmission of COVID-19 within the gallery environment during exhibitions for both volunteers working at the gallery and visitors to the gallery. We have responsibilities both to our hosts and to our visitors. We have taken into account:

- how much interaction there is between host and visitor;
- the number of people in the gallery at any one time;
- the proximity of visitors to other visitors and to the gallery host;
- the length of time people are in the gallery and interacting with others in the gallery;
- how easy it is to contact people if someone with COVID-19 visits the gallery.

We consider the risk of transmission is low IF the following rules are followed.

- The person rostered on duty MUST wear a mask unless they have a mask exemption.
- Visitors MUST scan or sign in, wear a mask (unless exempt) and maintain social distancing.
- Encourage visitors to use the hand sanitiser.
- There will be a limit of 25 in the gallery (10-15 in each room) at any one time (based on minimum 1 metre spacing).
- If practical, open the external door in the second gallery to improve air circulation.

## 2 Your role as a gallery host (roster)

Your role as a host is to be warm and welcoming – and also to set an example by following the rules we have put in place for the safety of all and to comply with our legal responsibilities.

We don't want you to get into a confrontational position. Most businesses require visitors to wear a mask. Most people will be happy to follow the rules.

If you are exempt from wearing a mask please wear or display an 'exempt' badge clearly so visitors can see it.

We have tried to make it easy for visitors to know the rules by having clear signage at the door:

- QR code scan in;
- please wear a mask;
- use hand sanitiser;
- social distancing 1 metre.

We ask that you remind visitors to scan in or sign in.

If the visitor is not wearing a mask, check to see if they are wearing an 'exempt' badge and if they are not, please prompt them by saying something like:

- *Oh - have you forgotten your mask, would you like one?*
- *Welcome to the gallery! Yes – I'm wearing a mask – we ask all visitors to do so. Enjoy the exhibition.*

Spare masks are available at the gallery.

## 3 Review

We will review this policy on a regular basis as more information is available and government requirements and guidelines are updated.