

# COVID-19 PROTECTION PLAN FOR THE OLYMPIC MUSEUM

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Version dated 2 March 2021

## INTRODUCTION

The Swiss Museums Association (AMS) established a concept for museums based on the instructions of the Federal Public Health Office (OFSP) and the State Secretariat for the Economy (SECO) concerning health and safety in the workplace.

The Olympic Museum has built on this concept and presents this specific protection plan, which offers similar or even greater protection.

## 1. HAND HYGIENE

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Everyone inside The Museum has the possibility to regularly wash their hands.

	Measures
1.1	The staff have access to hand sanitiser, and can wash their hands in the toilets.
1.2	Visitors will have access to disinfection stations at each point of entry to and exit from The Museum and the exhibitions. They can wash their hands with soap in the toilets. Information is displayed for visitors.
1.3	Hand sanitiser is placed near touchscreens and interactive features.
1.4	The cloakroom and lockers are spaced out.
1.5	Shop: Hand sanitiser is available at the entrance. No samples are out on display.
1.6	Restaurant: Closed. A takeaway service is being offered. Hand sanitiser is available at the entrance and exit.
1.7	Library: Mainly by appointment. Hand sanitiser is available. No documents are available for consultation.

## 2. MAINTAINING A SAFE DISTANCE

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All visitors and staff inside The Museum maintain a distance of at least 1.5m between each other, and everyone wears masks (if aged 12 and above).

	Measures
2.1	Throughout the visit, the 1.5m social distance to be maintained is indicated by floor markings when necessary (waiting zones at the welcome desk, in the shop, etc.).
2.2	Workstations are configured to ensure that the minimum 1.5m distance is observed. Staff members receive two masks per day. There is limited access to the cloakrooms and toilets. An open space provides a safe area for staff to go during their breaks.
2.3	Plexiglass protection screens have been installed between staff and visitors (welcome desk, reception and restaurant).
2.4	Access to the staff cafeterias and meeting rooms is limited to ensure that the minimum 1.5m distance is respected. The number of tables and chairs in the staff room has been reduced to ensure this.
2.5	The maximum number of people allowed inside The Museum at the same time is indicated at the entrance.

## 3. CLEANING

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Surfaces and objects are cleaned regularly and thoroughly after use, particularly if several people have touched them.

Measures	
3.1	The cleaning plan has been reinforced to ensure more regular cleaning (desks, touch screens, toilets, door handles, lift buttons and stair rails). The cleaning staff wear disposable gloves. Waste bins are emptied regularly. Closed bins are placed at the site exit points for the disposal of used masks. The audioguides and audiophones are disinfected after each use.
3.2	Library: All items returned or used are left to one side for 72 hours before they become available again.
3.3	Staff in contact with customers/visitors have their own equipment and are responsible for the maintenance of this.
3.4	The air for indoor workstations is supplied through a ventilation system with new filters.

#### 4. PEOPLE WITH COVID-19 AT THE WORKPLACE

Measure	
4.1	Staff are subject to temperature checks when they arrive. Any staff members showing symptoms of illness are immediately sent home and follow the OFSP guidelines on self-isolation.

#### 5. SPECIFIC PROFESSIONAL SITUATIONS

Measures	
5.1	Staff members have been trained to use the safety equipment properly.
5.2	Working from home is the norm for all staff, apart from in exceptional cases owing to the nature of the staff member's work.

#### 6. INFORMATION

Measures	
6.1	A list of the protection measures recommended by the OFSP is on display at each entrance.
6.2	Visitors are informed that anyone who is ill should self-isolate, in line with the OFSP guidelines. In the event of any suspected illness, visitors are turned away immediately.
6.3	At the points of sale, customers are encouraged to make contactless payments.
6.4	The staff are informed via the IOC intranet about the protection measures to be applied. The intranet also provides advice on self-quarantining and self-isolating should they have a fever or cough.
6.5	The public can find information about the measures in force and the conduct expected of them on the IOC website <a href="https://www.olympic.org/fr/musee">https://www.olympic.org/fr/musee</a> and inside The Museum itself.

#### 7. MANAGEMENT

Measures	
7.1	Staff who are in contact with visitors are informed about the hygiene measures, the use of protective equipment and the safety measures related to contact with visitors.
7.2	Each day, a security agent checks that the safety measures are being applied.
7.3	The restaurant, events and library services are organised in compliance with the instructions of the professional sectors concerned, namely GastroSuisse, HotellerieSuisse and Bibliosuisse.
7.4	The cleaning service ensures that sufficient disinfection and cleaning products are always available.
7.5	Staff at risk are informed via the IOC intranet about their rights and the protection measures in place.

## CONCLUSION

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All of the above-mentioned measures are being implemented at The Olympic Museum.

The applicable version of this document has been sent, and its content explained, to all employees.

**Panos Tzivanidis**  
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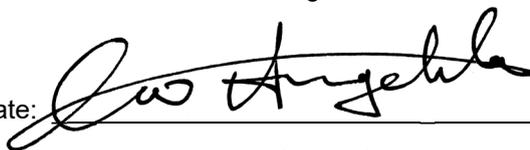
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02.03.2021

**Angelita Teo**  
Director  
Olympic Foundation for Culture and Heritage

Signature and date: \_\_\_\_\_



02.03.2021