COVID-19 Safety Plan and Special Conditions of Entry from 26 October 2020

Griffith City Library
229 Banna Avenue, Griffith NSW 2680

Version	4.0	**Last Amendment:**	26 October 2020
Plan completed by	Library Manager		Karen Tagliapietra
Approved by	Director Business, Cultural and Financial Services		Max Turner
Date approved	26 October 2020		
Next review	As required		

Summary

This Safety Plan (the Plan) outlines how Griffith City (the Library) is complying with Public Health Orders and NSW Health advice in relation to the COVID-19 pandemic, and managing risks posed by the virus to staff, volunteers, readers, and visitors.

The format of the Plan is based on the specific COVID-19 Safety Plan template provided by the NSW Government for libraries.

Operational requirements

WELLBEING OF STAFF AND VISITORS

Exclude staff, volunteers and visitors who are unwell.
Griffith City Council's *COVID-19 Management Policy* and the Library's *COVID-19 Risk Register* detail the symptoms of COVID-19 and direct staff to remain at home if feeling unwell.

The Library's *Conditions of Entry* direct staff, volunteers, and visitors to stay home if they are unwell.

Staff, volunteers, or visitors who present as unwell will be asked to leave and be referred for COVID-19 testing. People will not be able to return to the Library until the test is cleared and symptoms have subsided.

Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing, wearing masks, and cleaning.
Council's *COVID-19 Management Policy* and the Library's *Customer Service Guide for Staff* provides information for staff on when to get tested, physical distancing, and cleaning.

Library staff have received training in relation to staying away from work when sick, physical distancing, wearing masks, cleaning requirements, and directing sick visitors to leave.

Before returning to the Library, volunteers are re-inducted to the Library building and the safety procedures relevant to their work tasks and areas.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.
Information on leave and entitlements is detailed in Council's *COVID-19 Management Policy.*

Display conditions of entry (website, social media, venue entry).
Special Conditions of Entry in light of the COVID-19 pandemic have been created and displayed throughout the Library building (both print and digital signage). *Special Conditions of Entry* are regularly promoted through the Library's social media and other communication channels.

Premises with food or drink services must complete the COVID-19 Safety Plan for restaurants and cafes and register this through nsw.gov.au.
Catering services are suspended until further notice.

PHYSICAL DISTANCING

Capacity must not exceed one visitor per 4 square metres of space (excluding staff).
The entire capacity of the Library building is 269 occupants.

All rooms within the Library, and where appropriate, discrete spaces within those, have been carefully measured and calculated to determine the upper limit of people who can safely occupy each space.

Maximum capacity signage is displayed throughout the Library.

Use signage at entrances to communicate the maximum safe capacity, for example in tutorial or study rooms.
Signage is provided at entrances to all areas to indicate the maximum capacity of people based on the limit of one person per four square metres. Additional signage is installed across the Library to encourage appropriate physical distancing.

Move or remove seating and tables as required to comply with physical distancing where possible. Household or other close contacts do not need to physically distance.
All seating and furniture in the Library has been arranged to ensure more than adequate physical distancing measures. Surplus furniture has been removed from public spaces.

Ensure no more than 30 visitors are at any storytime, workshop or other group activity at any one time.
All public programs are currently limited to 30 people.

Library staff will enforce maximum capacity limits and disperse groups of greater than 30 people.

Reduce crowding wherever possible and promote physical distancing with markers on the floor where people are asked to queue.
Areas which attract queuing, such as service desks, have signage and floor makers in place to ensure people are suitably physically distanced.

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms.
Meal and meeting rooms for staff all have capacity limits in place - with signage installed and excess furniture removed - to encourage appropriate physical distancing.

Use telephone or video for essential meetings where practical.
Where possible, staff are encouraged to preference virtual meetings over physical ones. Videoconferencing software has been installed on all staff computers and appropriate hardware provided.

Meeting rooms have adequate digital infrastructure in place to facilitate hybrid virtual and physical meetings.

Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.
Library staff are rostered on to customer service positions in shifts. Flexible work arrangements are supported where operationally sustainable.

Consider physical barriers such as plexiglass around counters with high volume interactions with customers. If staff are not able to physically distance, or work in a role with significant public interaction, strongly recommend they wear a face mask if practical.
Perspex barriers have been installed at designated customer service points. Retractable crowd control barriers and directional signage has also been installed to manage flow and volume of customers approaching the counter and key service areas.

The Library is operating with comprehensive physical distancing in place and therefore does not fall within the definition from NSW Health of an environment where the wearing of masks is specifically recommended. Library staff may choose to wear a face mask at their discretion. The Library provides appropriate face masks for frontline staff as required.

Review regular deliveries and request contactless delivery and invoicing where practical.
As many deliveries of goods and services to the Library as possible are administered without physical contact. Incoming deliveries are quarantined for opening until the following business day.

Have strategies in place to manage gatherings that may occur immediately outside the premises.
Any breaches of prevailing Public Health Orders will be referred to NSW Police for management.

Education programs should be conducted in accordance with the NSW Government guidelines on Schools and Childcare. Students do not need to follow strict adult physical distancing guidelines but should follow good hygiene practices. Staff should continue to maintain 1.5m physical distancing from students where practical.
The Library's children's programs operate under the prevailing NSW Government Guidelines on Schools and Childcare.

HYGIENE AND CLEANING

Quarantine returned items that can't be wiped down, such as paperback items, for 24 hours. All other items should be wiped down with a detergent or disinfectant solution or wipe before being returned to shelves.
The Library quarantines all returned Library materials for 24-48 hours before they are returned to shelves or storage as the majority of materials are mixed media and cannot be effectively wiped down.

Adopt good hand hygiene practices.
Hand hygiene is promoted to all Library staff and visitors through signage throughout the Library. Gloves have been provided to Library staff where appropriate and hand sanitiser units have been installed throughout the Library.

Encourage staff and visitors to wash their hands before and after touching books, DVDs, computers, toys, virtual reality headsets or any other materials.
All Library staff and visitors are encouraged to wash their hands before handling Library materials. Hand hygiene signage is installed throughout the Library.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.
Bathrooms are well stocked with hand soap, paper towel dispensers, and/or hot air hand driers, as well as instructions on how to wash hands properly.

Clean frequently used indoor hard surface areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.
Frequently touched areas and surfaces are cleaned several times per day with disinfectant solution including Library computers, self-serve loan stations, scanner, photocopier/printer, tables, countertops, door knobs, and bathrooms. All public areas are cleaned at least daily by cleaning contractors.

Plans are in place with cleaning contractors should the Library be required to close for deep cleaning following notification that a person with COVID-19 visited the premises.

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.
Disinfectant used by the Library and contracted cleaners is at an appropriate strength and used in accordance with the manufacturers' instructions.

Staff are to wash hands thoroughly with soap and water before and after cleaning.
Library staff and cleaning contractors have been advised to wash hands with soap and water thoroughly before and after cleaning.

RECORD KEEPING

Keep a record of name and a contact method for any staff, volunteers or visitors who attend the library where practical for a period of at least 28 days. Where possible, personal details should be collected in a way that protects it from disclosure to other customers, and any paper records must be digitised within 24 hours. Records are to be used only for tracing COVID-19 infections, must be stored confidentially and securely, and provided immediately to an authorised officer on request. Electronic collection (such as QR code) of contact details is strongly encouraged.
The Library requires that each visitor must register their name and contact method via QR code phone scanning or through paper tickets provided near the Library entrance. This is to enable NSW Health to effectively notify people should there be a confirmed case of COVID-19 in the Library at the time they attended. These details will not be used for any other purpose, stored securely and confidentially for 28 days when they are then destroyed.

Records of staff and volunteers are captured by the Library's security system and Volunteer Sign-in Register.

Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.
The COVIDSafe app is installed on all Council issued mobile devices.

Libraries should consider registering their business through nsw.gov.au.
Griffith City Library has registered as a NSW COVID-Safe Business.

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.
Should a person who is confirmed to have COVID-19 attend the Library, the Library will fully co-operate with NSW Health and notify SafeWork NSW.

Special Conditions of Entry

Stay home if unwell	Do not enter if you are feeling unwell. If you are visibly unwell, you will be asked to leave.
Sign in upon arrival	This is a NSW Government requirement. Records will only be used for contact tracing purposes in the event of a confirmed case of COVID-19. Records will be stored confidentially and securely, and destroyed after a period of 28 days.
Bring your Library card	Essential for borrowing and use of public computers.
Maintain physical distancing	Remain 1.5m from others.
Practice good hygiene	Use hand sanitiser provided upon entry and before handling any Library materials.
Follow the directions of Library staff	Some of our services have changed. We will do our best to assist you throughout your visit.