



COVID-19 Safety Plan and Special Conditions of Entry from 3rd November 2020



Carrathool Shire Council
W.G. Parker Memorial Library
173-175 High Street, Hillston NSW 2675

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Plan Completed by:	Library Manager, Helen Underwood
Approved by:	Director of Corporate & Community Services, Robert Rayner
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Next Review:	As required

Summary

This Safety Plan (the Plan) outlines how Carrathool Shire 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 and customers.

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

Requirements for business

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell.

The Library's Conditions of Entry directs visitors and library customers to remain at home if feeling unwell.

Staff advised if feeling unwell - not to attend work, isolate and present for a COVID-19 testing. Staff will not be able to return to work unless the test is cleared and symptoms have subsided.

Staff advised if they have had close contact with a person with COVID-19 they need to isolate themselves in their home or another suitable place of residence. Staff are advised of the need in this situation to get tested for COVID-19 regardless of symptoms.

A close contact is someone who has been near enough to a person with COVID-19 while they were infectious that there is a reasonable chance they will have become infected with COVID-19.

Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing, wearing masks, and cleaning.

Library Staff have completed NSW Health Infection Control Training.

Staff advised to maintain social distancing between staff/visitors and customers. Sanitise hands regularly and consistently after contact with customers. Masks and gloves are supplied.

Keyboards, desks etc are wiped with disinfectant regularly after customer use.

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

Memorandum dated 25th March 2020 "COVID-19 Managing Leave & Flexibility Requests disseminated to all Council Staff.

Display conditions of entry (website, social media, venue entry).

Conditions of entry displayed on Council's website, WRL Website and displayed in the library foyer area.

Physical Distancing

Capacity must not exceed one visitor per 4 square metres of space (excluding staff).

Areas of the library have been measured and calculated to determine the upper limit of people who can safely occupy each space.

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 safe capacity of people based on the limit of one person per four square meters. Additional signage is installed across the library to encourage social 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.

Seating and furniture in the Library have been arranged to ensure adequate social distancing measures between visitors and customers using the library

Ensure no more than 30 visitors are at any storytime, workshop or other group activity at any one time.

Public programs and group activities limited to 30 people.

Reduce crowding wherever possible and promote physical distancing with markers on the floor where people are asked to queue.

Physical distancing promoted with markers on the floor in areas that may attract queues.

Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms.

Staff maintain 1.5m physical distancing in work areas, and have staggered meal breaks.

Use telephone or video for essential meetings where practical.

Staff attend virtual meetings attended where possible.

Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.

Staff have different roles and work positions. Meal breaks are staggered.

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.

Circulation desk computer relocated away from front counter.

Photocopier is no longer self service and access restricted.

Barriers placed on circulation desk to reduce close contact with customers.

Library staff may choose to wear a face mask. Face masks and gloves are supplied.

Review regular deliveries and request contactless delivery and invoicing where practical.

Wherever possible deliveries to the library are accepted contactless.

Have strategies in place to manage gatherings that may occur immediately outside the premises.

Breaches of Public Health Orders will be referred to the 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 and events operate under the prevailing NSW Government Guidelines on Schools & 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 items for a minimum of 24 hours. Items are sanitized using disinfectant as best as possible depending on the format of the item that has been returned.

Adopt good hand hygiene practices.

Hand hygiene is promoted to library staff, visitors and customers through signage.

Hand sanitiser is provided throughout the library.

Gloves provided for staff when cleaning or sanitizing.

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, visitors and customers are encouraged to sanitise their hands before and after handling library materials.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Hand hygiene signage is installed in all toilets with instructions on how to properly wash hands. Stocks of soap and paper towel are checked daily.

Clean frequently used indoor hard surface areas at least daily with detergent or disinfectant.

Frequently touched surfaces are wiped regularly throughout the day by library staff.

The library is cleaned Monday to Friday by Council's facility cleaner.

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

Cleaning and Library staff are instructed to mix any disinfectants according to the manufacturers' instructions.

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.

Visitors to the library must register their name and contact details via QR Code phone scanning or through a paper sign in register located at the front circulation desk. These details will not be used for any other purpose, stored securely and confidentially for 28 days when they are shredded.

Records of staff are captured by the Library's security system and attendance register.

Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.

Staff are advised of the availability of the COVIDSafe app and the benefits of having it installed on their phones.

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 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 destroyed after a period of 28 days.

Maintain physical distancing

Remain 1.5m from others.

Practice good hygiene

Use hand sanitiser provided upon entry and before handling any Library materials, using the computers and surfaces within the library.

Follow directions

Some of our services have changed. We will do our best to assist you throughout your visit.

Borrowing/Returning Items

Return books are to be placed in the outside book return chute or the return chute at the circulation desk. When borrowing items customers are requested to use the self loan station. Please bring your library card with you.