



# COVID-19 Safety Plan and Special Conditions of Entry – Effective 7 December 2020

**Griffith City Library**  
**229 Banna Avenue, Griffith NSW 2680**

<b>Version</b>	5.0	<b>Last Amendment:</b>	8 December 2020
<b>Plan completed by</b>	Library Manager		Karen Tagliapietra
<b>Approved by</b>	Director Business, Cultural and Financial Services		Max Turner
<b>Date approved</b>	9 December 2020		
<b>Next review</b>	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, 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 (the Council) *COVID-19 Management Policy* details the symptoms of COVID-19 and directs staff to remain at home if feeling unwell.

The Library's *Special Conditions of Entry* directs 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* 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 will be 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).

A copy of this *COVID-19 Safety Plan and Special Conditions of Entry* is available on the Library's website – [www.wrl.nsw.gov.au](http://www.wrl.nsw.gov.au).

***Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are indoor gyms, nightclubs, dine-in hospitality venues, pubs and bars.***

There are no sub-premises within Griffith City Library.

## **PHYSICAL DISTANCING**

***Capacity must not exceed one visitor per 2 square metres of publicly accessible space (excluding staff). The density limit does not apply if there are 25 visitors or less at the premises. Children count towards the capacity limit.***

The capacity of publicly accessible space within the Library building (excluding staff) is 538 occupants.

Publicly accessible rooms within the Library have been carefully 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 displayed at entrances to all publicly accessible areas to indicate the maximum capacity of people based on the limit of one person per two square metres.

Additional signage is installed across the Library to encourage appropriate physical distancing.

***Support 1.5m physical distancing where possible, particularly at points of mixing or queuing such as toilets and entrance and exit points.***

All seating and furniture in the Library has been arranged to ensure more than adequate physical distancing measures.

Areas which attract queuing, such as service desks and main entry/exit, have signage and floor markers in place to ensure people are suitably physically distanced.

***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 and main entry/exit, have signage and floor markers 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 furniture spaced - 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.***

Where reasonably practical, Library staff starting times and breaks are staggered to minimise the risk of close contact.

***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.***

Deliveries to the Library are administered without physical contact wherever possible. 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 a minimum of 24 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.

***In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).***

Natural ventilation will be increased by opening windows and doors where possible.

The Library air conditioners operate at a fixed setting which regulates the intake of outside air.

## **RECORD KEEPING**

***Keep a record of name, contact number and entry time for all staff, volunteers or visitors who attend the library where practical for a period of at least 28 days. Electronic collection (e.g. using a QR code) of contact details for each person is strongly encouraged. Any paper records must be entered into an electronic format such as a spreadsheet within 12 hours. Records must be provided as soon as possible, but within 4 hours, upon request from an authorised officer.***

Each visitor must register their name and contact method via QR code phone scanning; or, through a tablet located inside the Library entrance; or, with Library staff at the service counter. Records of staff and volunteers are captured by the Library's security system and Volunteer Sign-in Register.

Records will be kept for a minimum of 28 days, after which time they are erased. 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.

***Ensure records are used only for the purposes of COVID-19 contact tracing and are collected and stored confidentially and securely. When selecting and using an electronic method of record collection, take reasonably practical steps to protect privacy and ensure the records are secure. Consider the 'Customer record keeping' page of [nsw.gov.au](https://nsw.gov.au)***

Details collected from visitors are solely used for the purposes of contact tracing. They are stored securely and confidentially for a minimum of 28 days, after which time they are erased.

***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](https://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, where practical.

**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.