



COVID-19 Safety Plan and Special Conditions of Entry – Effective 15 January 2021

Griffith City Library
229 Banna Avenue, Griffith NSW 2680

Version	7.0	Last Amendment:	19 January 2021
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Approved by	Director Business, Cultural and Financial Services		Max Turner
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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, 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.

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 4 square metres of publicly accessible space in Greater Sydney and one per 2 square metres in other regions (excluding staff). Children count towards the capacity limit.

Note: 'Greater Sydney' means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020.

Applying the 2 square metre rule, 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.

Ensure 1.5m physical distancing where practical, including:

- ***at points of mixing or queuing such as toilets and entrance and exit points***
- ***between seated groups***
- ***between staff***

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

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.

Council provides appropriate face masks for Library staff to use at their discretion.

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

Staff should practise good hand hygiene before and after handling returned items.

Library staff wash their hands thoroughly before and after handling returned Library materials.

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.

The Library uses Service NSW's check-in tool to record the details of all visitors upon entry.

Records of the entry of staff are captured by the Library's security system and can be provided to NSW Health to effectively notify people should there be a confirmed case of COVID-19 in the Library at the time they attended.



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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

Details collected from visitors are stored and managed by Service NSW and used solely for the purposes of contact tracing.

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.



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Special Conditions of Entry

In the interest of the health and safety of all our visitors and staff, we are complying strictly with the NSW Health recommendations to protect everyone who comes through our doors.

As a condition of entry, you must adhere to the following:

Please do not enter the building if you have visited a hotspot or a venue with a confirmed COVID-19 case in the past 14 days. Find the latest COVID-19 locations on the NSW Government [website](#).

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 be stored securely and confidentially by Service NSW and used only for contact tracing purposes in the event of a confirmed case of COVID-19.

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.