



Version: 5.0
Last Amendment: 10th February, 2021
Plan Completed by: Library Manager, Helen Underwood
Date: 13 September, 2021
Next Review: As required

Summary

This Safety Plan (the Plan) outlines how Carrathool Shire W.G. Parker Memorial Library/mobile 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 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. Tell us how you will do this.

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.

Physical distancing markers placed where visitors may be likely to queue.

Staff advised they must wear a mask according to NSW health regulations. Gloves are also 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.

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.

No other venues on the premises.

Encourage staff to access COVID-19 vaccination.

Staff advised of the procedure to access a COVID-19 vaccination at the Hillston Medical Centre. Staff are encouraged to be vaccinated with a COVID-19 vaccine.

Physical Distancing

Capacity must not exceed one person per 4 square metres of publicly accessible space in the premises. Capacity must not exceed one person per 2 meters of space in outdoor areas of the premises.

Areas of the library and mobile 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

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. Face masks must be worn according to public health orders.

Plexiglass barrier installed on the library circulation desk.

Library staff & customers requested to wear a face mask.

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/events and mobile library operate under the prevailing NSW Government Guidelines on Schools & Childcare.

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Staff and customers requested to wear face masks. Children aged under 12 are not required to wear a face mask.

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

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 and mobile library.

Gloves provided for staff when cleaning or sanitizing.

Staff are to wash hands thoroughly with soap and water before and after cleaning.

Staff advised to wash hands thoroughly with soap and water before and after cleaning

Encourage staff and visitors to wash their hands before and after touching books, DVDs, computers, toys, virtual reality headsets or any other materials.

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 (including children's play areas) at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times a day.

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

Council has

rostered cleaners Monday to Friday.

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

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

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)

Where weather conditions permit, doors and windows can be opened.

Ensure mechanical ventilation systems are regularly maintained to optimise performance.

The library air-conditioning/heating system is regularly serviced on a service contract.

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers and visitors

Visitors to the library and mobile library must register their name and contact details via Service NSW QR Code phone scanning or sign in using the Service NSW concierge sign in available at the library circulation desk. These details will not be used for any other purpose.

Group supervisors for school and child care visits to the library are required to sign in via the Service NSW electronic collection of details.

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

Patrons are asked to show the green tick on the phone screen to library staff when requested.

If a person is unable to provide contact details due to age or language barriers another person may provide contact details on their behalf and input the information using the service NSW concierge sign in available at the library/mobile library circulation desk.

Libraries should consider registering their business through nsw.gov.au.

Carrathool Shire Library is registered through nsw.gov.au

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. Council's HR department will 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.

Maintain physical distancing

Remain 1.5m from others.

Wear a mask

It is compulsory to wear a mask. Children under 12 are not required to wear a face mask.

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.