

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**



Your COVID-19 Safety Plan

Information and education facilities

Business details

Business name	Griffith City Library
Business location (town, suburb or postcode)	229 Banna Avenue, Griffith NSW 2680
Select your business type	
Libraries	
Completed by	Karen Tagliapietra, Library Manager, Griffith City Council
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Effective date	8 November 2021
Date completed	7 November 2021

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell from the premises.

Agree

Yes

Tell us how you will do this

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 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 vaccination, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks, and cleaning.
Agree

Yes

Tell us how you will do this

The Library's COVID-19 Safety Folder includes:

- NSW Government COVID-19 contact risk assessment for general workplace settings
- Our latest COVID-19 Safety Plan
- Council's COVID-19 Management Policy
- COVID-19 Symptoms Guide and what to do in the event of a suspected or confirmed case in the workplace
- Cleaning checklist
- Employee Health and Wellbeing Guide

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. Staff are able to access Special Leave to attend a COVID Vaccination appointment.

Volunteers have been inducted to the Library building and the safety procedures relevant to their work tasks and areas.

Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.
Agree

Yes

Tell us how you will do this

Conditions of Entry are displayed prominently at each entrance to the building.

Conditions of Entry

- Visitors aged 16 and over must be fully vaccinated - this is a NSW Government requirement
- Stay home if you are unwell - If you are visibly unwell, you will be asked to leave.

- Wear a mask if you are older than 12 - If you have a valid medical exemption please inform Library staff when you arrive.
- Sign in upon arrival - This is a NSW Government requirement.
- Bring your Library card - Required to borrow and use computers.
- Maintain a physical distance - 1.5 metres from others, where practical.
- Practice good hygiene - Use hand sanitiser upon arrival.
- Follow the directions of Library staff - Some of our services have changed. We will do our best to assist you throughout your visit.

Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, volunteers and visitors). For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>

Agree

Yes

Tell us how you will do this

All staff and volunteers on site are fully vaccinated.

Library members and visitors have been notified of the change in vaccination requirements via:

- Posters within the Library
- Email to all Library members
- Social media posts
- Update on the WRL website

All visitors must show proof of vaccination to staff at the front counter upon arrival. Signage displaying proof of vaccination requirements is prominently located at the entrance of the building.

Physical distancing

Capacity must not exceed 1 person per 2 square metres of space of the premises.

Agree

Yes

Tell us how you will do this

The capacity of publicly accessible space within the Library building is 538 occupants.

Discrete rooms within the Library have been carefully measured to calculate the upper limit of people who can safely occupy each space. Capacity limit signage is displayed at the entrance to each room.

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

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 makers in place to ensure people are suitably physically distanced.

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

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.

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

Agree

Yes

Tell us how you will do this

Any breaches of prevailing Public Health Orders will be referred to NSW Police for management.

Ventilation

Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

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

The Library's air conditioners operate at a fixed setting which regulates the intake of outside air. These are regularly serviced.

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Access to outdoor settings is limited to a single small courtyard. The courtyard will be utilised for public programs where possible.

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Agree

Yes

Tell us how you will do this

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

In indoor areas, 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).

Agree

Yes

Tell us how you will do this

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

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

The Library's air conditioners are regularly serviced.

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

The Library is in the early stages of upgrading the air conditioning system. A design engineer has been consulted to provide advice on the best replacement air conditioning system.

Hygiene and cleaning

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

Agree

Yes

Tell us how you will do this

Face masks must be worn by staff and customers in indoor areas, unless exempt. This is a Condition of Entry which is clearly displayed at all entrances to the building.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

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.

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

Agree

Yes

Tell us how you will do this

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

Agree

Yes

Tell us how you will do this

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 daily by cleaning contractors.

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.

Agree

Yes

Tell us how you will do this

The NSW Government COVID Safe Check In QR code is clearly displayed at each entrance to the building.

Each person who enters the building must register their name and contact method via QR code phone scanning; or, the webform set up on a tablet located inside the Library entrance; or, with Library staff at the service counter.

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.

Agree

Yes

Tell us how you will do this

QR codes are clearly visible and accessible at all entrances to the building. Library staff monitor and enforce visitors checking in.

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, volunteers and

visitors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within four hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

The NSW Government COVID Safe Check In QR code is clearly displayed at each entrance to the building.

Each person who enters the building must register their name and contact method via QR code phone scanning; or, the webform set up on a tablet located inside the Library entrance; or, with Library staff at the service counter.

Library staff will assist those who have difficulty to ensure that they have signed in.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable, including any play centres. 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 gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

Not applicable.

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes