

> HELPING BUSINESS GET BACK TO WORK

30 June 2020

COVID-19 Safety Plan

Effective 1 July 2020

Libraries

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your customers.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your customers that they can safely visit your business. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to nsw.gov.au

BUSINESS DETAILS

Business name:

Plan completed by:

Approved by:

> REQUIREMENTS FOR BUSINESS

Requirements for your workplace and the actions you will put in place to keep your customers and workers safe

REQUIREMENTS	ACTIONS
Wellbeing of staff and visitors	
Exclude staff, volunteers and visitors who are unwell.	
Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	
Display conditions of entry (website, social media, venue entry).	

Wellbeing of staff and visitors

Ensure COVID-19 Safety Plans are in place, where relevant, for:

- Restaurants and cafes.

REQUIREMENTS	ACTIONS
Capacity must not exceed one visitor per 4 square metres of space (excluding staff).	
Use signage at entrances to communicate the maximum safe capacity, for example in tutorial or study rooms.	
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.	
Ensure no more than 20 visitors are at any storytime, workshop or other group activity at any one time.	
Reduce crowding wherever possible and promote physical distancing with markers on the floor where people are asked to queue.	
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms.	
Use telephone or video for essential meetings where practical.	
Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.	
Consider physical barriers such as plexiglass around counters with high volume interactions with customers.	
Review regular deliveries and request contactless delivery and invoicing where practical.	
Have strategies in place to manage gatherings that may occur immediately outside the premises.	

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.

REQUIREMENTS	ACTIONS
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Hygiene and cleaning	
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<p>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.</p>	
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<p>Adopt good hand hygiene practices.</p>	
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<p>Encourage staff and visitors to wash their hands before and after touching books, DVDs, computers, toys, virtual reality headsets or any other materials.</p>	
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<p>Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.</p>	
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<p>Clean frequently used indoor hard surface areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.</p>	
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<p>Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.</p>	
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<p>Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.</p>	
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REQUIREMENTS	ACTIONS
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Record keeping	
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<p>Keep a voluntary record of name and a contact method for any staff, volunteers or visitors who want to be contacted if someone who attends the library around the same time as them is confirmed with COVID-19. Keep this record for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.</p>	
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<p>Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.</p>	
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<p>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.</p>	
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