

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



## Your COVID-19 Safety Plan

### Libraries

#### Organisation details

Organisation name	The Women's Library
Location (town, suburb or postcode)	Newtown, 2042
Completed by	Claire Couson
Email address	_____
Effective date	4 February 2021
Date completed	7 February 2021

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#### Wellbeing of staff and customers

##### **Exclude staff, volunteers and visitors who are unwell.**

The Library has instituted an Action Plan for persons presenting with COVID-19 symptoms. Any volunteers or visitors who present as unwell will be asked to leave and be referred for COVID-19 testing. Any individual who is asked to leave for this reason will be provided with a disposable mask if they do not have their own. People will not be able to return to the Library until the test is cleared and/or 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.**

The Library has developed a "COVID-Safe Volunteer Handbook" which provides

information for volunteers on physical distancing and cleaning requirements to maintain The Women's Library a Covid-19 Safety Space. The volunteers are asked to stay at home if presenting symptoms.

**Make staff aware of their leave entitlements if they are sick or required to self-isolate.**

The Women's Library operates with volunteers only and information about self-isolation is detailed in the handbook mentioned above.

**Display conditions of entry (website, social media, venue entry).**

Special conditions of entry (see below) are displayed on the website with a link to the Safety Plan.

“To ensure the health and safety of our visitors and volunteers, we will be strictly complying with the NSW Health guidelines to protect everyone who comes through our doors. As per the NSW Health checklist for libraries, you must provide your details for the purposes of contact tracing. This information will be deleted after 28 days.

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

if you are feeling unwell, please do not enter the building;

if you have visited a venue with confirmed COVID-19 cases in the past 14 days, please do not enter the building. Find the latest COVID-19 locations here.

visitors exhibiting signs of illness may be asked to leave by Library volunteers or security;

safe physical distancing of 1.5 metres must be maintained at all times;

readers and visitors who do not comply with physical distancing measures may be asked to leave by Library volunteers;

aggressive and abusive behaviour will not be tolerated”

**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.**

Not applicable

## 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.*

The Women's Library was carefully measured to determine the upper limit of people who can safely occupy the space.

### **Use signage at entrances to communicate the maximum safe capacity, for example in tutorial or study rooms.**

Signage is provided at the entrance to indicate the maximum capacity of people based on the limit of one person per four square metres. Additional signage is installed across the Library to encourage appropriate physical distancing.

Ensure 1.5m physical distancing where possible, 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 have been arranged to ensure more than adequate physical distancing measures.

### **Reduce crowding wherever possible and promote physical distancing with markers on the floor where people are asked to queue.**

The Library has placed markers on the floor. All public programs are currently limited to 30 people. Areas which attract queuing such as service desks, 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.**

The Office has capacity limits in place with signage installed.

### **Use telephone or video for essential meetings where practical.**

The library uses video conferencing tools for internal meetings. Where possible, volunteers and committee members are encouraged to prefer virtual meetings over physical ones.

### **Where reasonably practical, stagger start times and breaks for staff members to minimise the risk of close contact.**

The Women's Library's core working hours have been varied to be from 12am – 3pm (TBC). This allows volunteers who are required onsite to utilise public transport outside of peak times.

### **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.**

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 volunteers may choose to wear a face mask at their discretion. The Library provides appropriate face masks for frontline volunteers as required.

### **Review regular deliveries and request contactless delivery and invoicing where practical.**

As many deliveries of goods and services to the Library as possible are administered without physical contact.

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

The Library's volunteer team will monitor any gatherings occurring directly outside the premises which are in breach of prevailing public health orders.

### **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 does not host education programs.

## **Hygiene and cleaning**

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

The Library quarantines all returned library materials for 24 hours before they are returned to shelves or storage as the majority of original materials cannot be wiped down.

### **Adopt good hand hygiene practices.**

Hand hygiene is promoted to all Library volunteers, readers and visitors through signage, online communications and by Library volunteers. Hand sanitiser units and antibacterial wipe dispensers have been deployed at the entrance of the Library and in the restroom.

### **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 readers are encouraged to wash their hands before handling Library materials.

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

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 volunteers may choose to wear a face mask at their discretion. The Library provides appropriate face masks for frontline volunteers as required.

### **Clean frequently used indoor hard surface areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces several times per day.**

Bathrooms are well stocked with hand soap, paper towel dispensers and/or hand dryers, as well as instructions on how to wash hands properly. Frequently touched areas and surfaces are cleaned several times per day with disinfectant solution including library computers, tables, countertops, door knobs and sinks. All public areas are cleaned at least daily. The library will hire cleaning contractors should - part of or all - the Library be required to be closed 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's 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 volunteers have been advised to wash hands with soap 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).**

Front and back door remain open during operating hours to maintain proper ventilation of the library.

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## **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.

For school, child care, aged care and disability groups, it is sufficient to collect contact details for the group organisers. The group organisers should have an electronic record of the name and phone number of all members, and parent or carer of any child, and be contactable at anytime for a period of at least 28 days.

Following the NSW Health requirement that libraries record all entrants' details, The Women's Library requires that each visitor must register their name and contact method via the record book at the entrance of the library or via QR code. This is to enable The Women's Library 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)**

These details will not be used for any other purpose, stored securely and confidentially for 28 days when they are then destroyed.

**Make your staff aware of the COVIDSafe app and its benefits to support contact tracing if required.**

A link to the Australian Government's Health site with details for the COVID safe app is provided to all volunteers via e-mail.

**Libraries should consider registering their business through [nsw.gov.au](https://nsw.gov.au).**

The Women's 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.

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

Yes