

COVID-19 Safety Plan



Version:	5.8	Last Amendment:	10th May 2021
Policy owner/sponsor:	Chief Operating Officer		
Branch contact:	Governance and Risk Specialist		
Approved by:	Chief Operating Officer		
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Next review:	30 June 2021 or as required		

Summary

This Safety Plan outlines how the State Library of New South Wales (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, readers and visitors.

The format of the Plan is based on the specific template provided by NSW Health for libraries.

Operational requirements

WELLBEING OF STAFF AND VISITORS

Exclusion

The Library has instituted an *Action Plan for persons presenting with COVID-19 symptoms*.

Any staff, volunteers, or visitors who present as unwell will be asked to have a temperature check, and if above 37.5°C 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.

Advice to staff and volunteers

The Library has developed a COVID-Safe handbook which provides information for staff and volunteers on when to get tested, physical distancing and cleaning.

Front-facing personnel onsite who have received appropriate training in relation to staying away from work when sick, physical distancing, wearing masks, cleaning requirements and managing sick visitors.

Conditions of entry

Special conditions of entry in light of the COVID-19 pandemic have been added to the [Library's Reader and Visitor Code of Conduct](#) and are regularly updated on the Library's website, at all entrances to the Library and through other communication channels.

Café TRIM

The operator of the Library's café, Laissez-Faire, has a COVID-19 Safety Plan in place.

PHYSICAL DISTANCING

Capacity

Capacity is limited to one person per 2 square metres in any discrete public space within the Library.

Physical distancing

Where possible, maintaining a safe physical distance of 1.5 metres is recommended for readers, visitors, volunteers and staff.

Signage.

Signage is provided at entrances to all public areas to indicate the maximum capacity of people based on the limit of one person per two square metres.

Congestion

The security team will assist to manage congestion of people in specific areas, including queuing that may occur immediately outside the Library,

Staff physical distancing

Meal and meeting rooms for staff all have capacity limits in place.

Staggered working hours

The Library's core working hours have been varied to be from 11am – 3pm. This allows staff to utilise public transport outside of peak times. Staff can take meal breaks anytime between 11am and 2pm.

Physical barriers and face masks

Perspex barriers have been installed on the service desks in the Library's foyers and reading rooms.

Face masks are generally recommended to be worn by staff and visitors, particularly where physical distancing is not possible.

Deliveries

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

Education programs

The Library's Learning programs operate under the prevailing NSW Government guidelines on Schools and Childcare.

HYGIENE AND CLEANING

Hand hygiene

Hand hygiene is promoted to all Library staff, readers and visitors through signage, online communications and by Library staff. Hand sanitiser units and antibacterial wipe dispenser have been deployed throughout the Library.

Washing hands before handling

All Library readers are encouraged to wash their hands before handling Library materials and equipment.

Returned items

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

Bathrooms

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.

Cleaning

The Library has established a signage system for readers and staff to indicate when they have used a desk or equipment to notify the cleaning team who will then clean it before it is used by someone else.

Frequently touched areas and surfaces are cleaned several times per day with disinfectant solution including library computers, elevator buttons, handrails, tables, countertops, doorknobs, sinks, and staff-room facilities. All public areas are cleaned at least daily.

Plans are in place with 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.

Air ventilation

The Library deploys optimised air-conditioning systems which maximise the intake of outside air and reduce its recirculation.

RECORD KEEPING

Records of visitors

The Library uses Service NSW's check-in tool to record the details of all visitors upon entry. Signages for the Service NSW's check-in tool are clearly visible and accessible including at the entrances to the premises.

Records of the entry of staff and volunteers 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. Records will be provided as soon as possible, but within 4 hours, upon request from an authorised officer.

The Library will collect contact details of two adults for any organised group. The group organisers must maintain an electronic record of the name and phone number of all members, and parent or carer of any child, and be contactable at any time for a period of 28 days.

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.

Privacy of records

Details collected from visitors are administered by Service NSW are solely used for the purposes of contact tracing. They are stored securely and confidentially for 28 days when they are erased.

COVID-safe app

A link to the Australian Government's Health site with details for the COVID safe app is provided to all staff through the Intranet.

COVID-safe business registration

The State Library of NSW has registered as a NSW COVID-Safe Business.

Cooperation with NSW Health

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.

Responsibilities

- Chief Operating Officer is responsible for the overall implementation of this Plan
- Governance and Risk Specialist is responsible for monitoring current NSW Health advice and amendments to Public Health Orders to update the plan accordingly
- All Library Staff and volunteers are responsible for following the requirements of this Plan

Related Key Legislation and Policy

- [Public Health \(COVID-19 Restrictions on Gathering and Movement\) Current Order](#)
- [Reader and Visitor Code of Conduct](#)
- [Privacy Management Plan](#)
- [Legislative Compliance Policy](#)
- [Code of Ethics and Conduct](#)

Document history and version control

Ver	Date approved	Approved by	Brief description
v1.0	01/06/2020	Chief Operating Officer	
v2.0	13/07/2020	Chief Operating Officer	Update following revision of NSW Health Guidelines for libraries.
V3.0	05/08/2020	Chief Operating Officer	Update following implementation of new record keeping systems & updated guidance on masks.
V4.0	15/10/2020	Chief Operating Officer	Update following revision of NSW Libraries COVID-19 Safety Plan template
v4.1	16/10/2020	Chief Operating Officer	Implementation of mandatory record keeping
v4.2	02/11/2020	Chief Operating Officer	Increase of public program attendee capacity to 30 people
v4.3	27/11/2020	Chief Operating Officer	Additional requirements involving air circulation and privacy of contact details
v5.0	18/12/2020	Chief Operating Officer	1 person per 2m ² , and introduction of Service NSW contract tracing application
v5.1	03/01/2021	Chief Operating Officer	Addition of Mandatory Face Masks, and return to 1 person per 4m ²

v5.2	15/01/2021	Chief Operating Officer	Removal of 24 hour quarantine on returned library materials and relaxation of mask wearing in staff areas
V5.3	02/02/2021	Chief Operating Officer	Removal of Mandatory Face Masks.
V5.4	16/02/2021	Chief Operating Officer	Additional requirement for groups visits, and Return to 1 person per 2m ² .
V5.5	30/03/2021	Chief Operating Officer	Increased capacity and other updates.
V5.6	29/4/2021	Chief Operating Officer	Additional information about records keeping included. Updated information regarding social distancing & signage.
V5.7	10/05/2021	Chief Operating Officer	Reintroduction of the selective requirement to wear a face mask.
V5.8	17/05/2021	Chief Operating Officer	Relaxation of mask wearing regime.