

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

## Your COVID-19 Safety Plan

### Libraries

#### Business details

Business name	Liverpool City Council T/as Liverpool City Library
Business location (town, suburb or postcode)	Liverpool
Completed by	David Sharman
Email address	<a href="mailto:library@liverpool.nsw.gov.au">library@liverpool.nsw.gov.au</a>
Effective date	22 October 2020
Date completed	27 October 2020

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#### Wellbeing of staff and customers

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

- separate library entry way to sight customers LPL (branches single entry/exit in sight of staff)
- staff directed to take sick leave or work remotely if unwell.

**Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing, wearing masks, and cleaning.**

- Staff informed via Intranet, fortnightly newsletter, meetings
- Volunteers not currently engaged onsite

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

- Staff Intranet

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

- Signage displayed on entryways and through the building
- Social media channels and website updated

**Premises with food or drink services must complete the COVID-19 Safety Plan for restaurants and cafes and register this through [nsw.gov.au](https://nsw.gov.au).**

- Liverpool Neighbourhood Connections COVID safe plan established
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## **Physical Distancing**

**Capacity must not exceed one visitor per 4 square metres of space (excluding staff).**

- Building Capacity restricted - 200/Liverpool, 65/ Carnes Hill, 30/Casula Green Valley & Moorebank, 5/ Miller

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

- Building Capacity restricted (signposted at entry, ticketing system)
- LPL Study rooms restricted to 2 people capacity - not available at Carnes Hill(signposted and managed by staff)
- Limited PACs available appropriately distanced
- Meeting room capacity sign posted

**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.**

- Seats removed from main areas to limit numbers at tables
- Staff roaming to enforce distancing

**Ensure no more than 30 visitors are at any storytime, workshop or other group activity at any one time.**

- Programs resumed 28/09
- Capacity adhered to by ticketing
- Tables and floor dots mark spaces for distancing

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

- Floor marked barrier around desks
- Stand here floor tape to direct queuing

**Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times, including at meal breaks and in offices or meeting rooms.**

- COVID-19 information distributed around workplace and reiterated in staff updates

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

- Corporate meetings held online

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

- Limited remote working available to staff based on operational needs and position
- Shifts start at 9am, 1pm and 5pm - break times staggered throughout

**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.**

- Plexiglass temporary barriers on service desks

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

- LPL Deliveries directed to the basement lift.

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

- LPL Separate exit directs customers down one side of steps

- LPL Maintain steps as clear walkway

**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.**

- Capacity adhered to by ticketing
  - Tables and floor dots mark spaces for distancing
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## **Hygiene and cleaning**

**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.**

All items quarantined for 24 hours

- Newspapers not in circulation
- Customers requested to place books on trolleys for quarantining

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

- Sanitiser and wipes available on service desks and throughout back room, gloves and masks available to staff

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

- Sanitiser required upon entry
- Gloves and masks available to staff for shelving and desk work

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

- Cleaners onsite twice daily

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

- Cleaners onsite twice daily

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

- Cleaners briefed

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

- In addition to handwashing, gloves available at service points and returns room
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## **Record keeping**

**Keep a record of name and a contact method for any staff, volunteers or visitors who attend the library where practical for a period of at least 28 days. Where possible, personal details should be collected in a way that protects it from disclosure to other customers, and any paper records must be digitised within 24 hours. Records are to be used only for tracing COVID-19 infections, must be stored confidentially and securely, and provided immediately to an authorised officer on request. Electronic collection (such as QR code) of contact details is strongly encouraged.**

- Mandatory visitor record kept until 1/06/2020 - 1/07/2020
- Voluntary record available from 2/07/2020
- Mandatory visitor record reinstated 14/10/2020

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

- Information provided during Council updates

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

Liverpool City Library, branches and Liverpool Regional Museum registered

**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.**

Agree to notify should a positive case arise

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

Yes