

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



Your COVID-19 Safety Plan

Libraries

Organisation details

Organisation name	Liverpool City Council T/as Liverpool City Library
Location (town, suburb or postcode)	Liverpool
Completed by	David Sharman
Email address	library@liverpool.nsw.gov.au
Effective date	12 February 2021
Date completed	24 March 2021

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

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.

- Liverpool Neighbourhood Connections COVID safe plan established
 - Liverpool Volunteer Resource Center not currently onsite
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Physical Distancing

Capacity must not exceed one visitor per 2 square metres of publicly accessible space. Children count towards the capacity limit.

Building Capacity restricted:

- Liverpool - 250
- Carnes Hill - 100
- Casula, Green Valley & Moorebank - 50
- Miller - 10

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

- Building Capacity restricted (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

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.**

- Seats removed from main areas to limit numbers at tables
- Staff roaming to enforce 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
- Social distancing maintained in physical meetings

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

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

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

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 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 briefed, and onsite 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

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).

- Air-conditioning system in place.
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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.

- 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.
- Staff informed of new procedure on 08/02/2021: that group organisers can be the contact for school, child care, aged care and disability groups where the group organiser has electronic records for the group.

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

NSW Government COVIDSafe app as preferred check-in process.

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.

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