

# Muswellbrook Shire Libraries COVID Safety Plan

**Date Approved:** 28/06/2021

**Document Owner:** Library Coordinator

**Next Review:** 18-01-2022 or as required

## Version History:

Version	Date Approved	Approved By	Brief Description
v1.0	18-01-2021	Manager Community Services	
V2.0	28-06-2021	Library Coordinator	Updated to include face mask conditions and 4 sqm rule.

## Summary

This Safety Plan outlines how the Muswellbrook Shire Libraries 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 and visitors. The format of the plan is based on the specific template provided by [NSW Health for Libraries](#).

## Wellbeing of staff and visitors

### Exclusion

All staff, visitors or visitors in attendance may be asked to have a temperature check and if above 37.5°C will be asked to leave and be referred for COVID testing.

Staff will not be able to return to the Library until the test is cleared and symptoms have subsided.

### Advice to staff and volunteers

Library staff have been provided with COVID safety information from council management. Library staff have been provided relevant information regarding collection handling and COVID procedures (see key related documents).

As per Muswellbrook Shire Council requirements, all council staff must have a temperature check prior to entrance to Library spaces.

### Staff leave entitlements

Information on leave and entitlements has been provided to staff by Muswellbrook Shire Council.

### Conditions of entry

Special conditions of entry in light of the COVID-19 pandemic are displayed at all entrances to the Muswellbrook and Denman Library and regularly updated on the Library's website.

## Physical Distancing

### Capacity

The Muswellbrook and Denman Library spaces have been carefully measured and calculated to determine the upper limit of people who can safely occupy each space which in all cases is less than **one visitor per 4 square metres**. Children are included in this capacity limit.

Booking conditions and information for Muswellbrook Library seminar and meeting room spaces have been updated to include maximum capacities.

### 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 2 square metres**. Additional signage is installed across the Library to encourage appropriate physical distancing.

### Physical Distancing

Seating and furniture have been arranged to encourage appropriate physical distancing. Staff are encouraged to monitor visitors to ensure social distancing.

### Crowding

Areas which attract queuing such as service desks, have signage in place to ensure social distancing.

### Staff Physical Distancing

Staff areas have been measured and calculated to determine the upper limit of people within staffed areas. Staff desks have been arranged to allow for appropriate social distancing.

### Staggered Work Hours

Staff shifts are rostered to allow for staggered lunch breaks.

### Physical Barriers and face masks

Perspex barriers have been installed on the service desks at Muswellbrook and Denman Libraries.

Face masks are now mandatory for all staff and customers on library premises. Face masks will be available to staff.

### Deliveries

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

### Gatherings Outside Premises

Library staff monitor any gatherings occurring directly outside the premises which are in breach of prevailing public health orders. Library staff may request groups disperse or contact relevant authorities where suitable.

### Education Programs

The Library's learning programs operate under the prevailing [NSW Government guidelines on schools and Childcare](#).

## **Hygiene and cleaning**

### **Returned items**

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

### **Hand hygiene**

Hand hygiene is promoted to all Library staff and visitors through signage, online communications and by Library staff. Visitors have access to hand sanitising stations at each entrance and near service desks.

### **Hand Washing**

All library visitors are encouraged to wash hands or use hand sanitising stations prior to handling library materials and equipment.

### **Cleaning**

The Library has established booking systems for study spaces and PCs to allow for cleaning of surfaces between usage. PC Keyboards and mice are cleaned and replaced between uses. Cleaning guidelines for library including the wiping down of frequently touched surfaces have been established.

### **Disinfectant grade**

Disinfectant used by the Library's cleaners is at an appropriate strength and used in accordance with the manufacturers' instructions.

### **Handwashing for cleaning**

Library cleaners wear gloves and adhere to appropriate hand sanitisation prior to and following library cleaning.

## **Record keeping**

### **Records of visitors, contractors and staff**

The Library uses COVID Tracer to record details of all visitors upon entry. Records of entry of all staff and contractors and manually recorded on staff and contractor sign on forms. Records of all visitors and staff 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.

### **Privacy of records**

Details collected from visitors are administered by Muswellbrook Shire Council and are only accessible by approved staff members.

### **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**

- Library Coordinator is responsible for the overall implementation of this plan
- Library Coordinator is responsible for monitoring current NSW Health Advice and amendments to Public Health orders to update this plan.
- All library staff are responsible for following the requirements of this plan.

## **Related key documents**

- Conditions of Entry to [Denman](#) and [Muswellbrook](#) Library
- [Library Pandemic Guidelines](#)
- [Collection management and access conditions procedure](#)