



## COVID-19 Safety Plan and Special Conditions of Entry – Effective 20 January 2021



**Murrumbidgee Council**  
**Jerilderie Library**  
**41-43 Jerilderie Street, Jerilderie NSW 2716**

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Plan Completed by:	Library Assistant, Catie Purtell
Approved by:	Corporate and Community Services Manager, Sue Mitchell
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Next Review:	As required

### Summary

This Safety Plan (the Plan) outlines how Jerilderie Library – Murrumbidgee Council (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 and customers.

The format of the Plan is based on the specific COVID-19 Safety Plan template provided by the NSW Government for libraries.

### Operational requirements

#### WELLBEING OF STAFF AND CUSTOMERS

***Excluding staff, volunteers and visitors who are unwell.***

The Library's Conditions of Entry directs visitors and library customers to remain at home if feeling unwell.

Staff or visitors who present as unwell 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.

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

Murrumbidgee Council's (the Council) COVID-19 Action Plan provides information for staff on when to get tested, physical distancing, and cleaning.

Staff advised to maintain social distancing between staff/visitors and customers. Sanitise hands regularly and consistently after contact with customers. Masks and gloves supplied.

Keyboards, desks, etc. are wiped with disinfectant regularly after customer use.

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

Information on leave and entitlements is detailed in Council's COVID-19 Action Plan.

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

Conditions of entry displayed on Council's website, WRL website and displayed in the library.

### PHYSICAL DISTANCING

***Capacity must not exceed one visitor per 2 square metres of space (excluding staff).***

Areas of the library have been measured and calculated to determine the upper limit of people who can safely occupy each space.

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

Signage is provided at entrances to all areas to indicate the maximum safe capacity of people based on the limit of one person per 2 square metres. Additional signage is installed across the library to encourage social distancing.

***Move or remove seating and tables as required to comply with physical distancing where possible. Household or close contacts do not need to physically distance.***

Seating and furniture in the Library have been arranged to ensure adequate social distancing measures between visitors and customers using the library.

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

Physical distancing promoted with markers on the floor in areas that may attract queues.

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

Meal and meeting rooms for staff all have capacity limits in place – with signage installed and furniture spaced – to encourage appropriate physical distancing.

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

Staff attend virtual meetings where possible.

***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.***

Photocopier has restricted access.

Barriers placed at circulation desk to reduce close contact with customers.

Library staff may choose to wear a face mask. Face masks and gloves are supplied.

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

Wherever possible deliveries to the library are accepted contactless.

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

Breaches of Public Health Orders will be referred to the NSW Police for management.

***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's children's programs operate under the prevailing NSW Government Guidelines on Schools and Childcare.

### HYGIENE AND CLEANING

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

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

Hand hygiene is promoted to all Library staff and visitors through signage throughout the Library. Gloves have been provided to Library staff where appropriate and hand sanitizer units have been installed throughout the Library.

***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 staff and visitors are encouraged to wash their hands before handling Library materials. Hand hygiene signage is installed throughout the library.

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

Hand hygiene signage is installed in all toilets with instructions on how to properly wash hands. Stocks of soap and paper towel are checked 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.***

Frequently touched surfaces are wiped regularly throughout the day by library staff.

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

Disinfectant used by the Library and cleaning staff 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 staff and cleaning contractors have been advised to wash hands with soap and water thoroughly before and after cleaning.

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***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).***

Natural ventilation will be increased by opening windows and doors where possible.

### 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.***

Visitors to the library must register their name and contact details at the front desk. The details will not be used for any other purpose, stored electronically securely and confidentially for 28 days when they are destroyed.

***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.

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### Special Conditions of Entry from Wednesday 20 January 2021

In the interest of the health and safety of all our visitors and staff, we are complying strictly with the NSW Health recommendations to protect everyone who comes through our doors.

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

**Please do not enter the building if you have visited a hotspot or venue with a confirmed COVID-19 case in the past 14 days. Find the latest COVID-19 locations on the NSW Government website.**

**Stay home if unwell**

Do not enter if you are feeling unwell

If you are visibly unwell, you will be asked to leave.

**Sign in upon arrival**

This is a NSW Government requirement. Records will be used only for contact tracing purposes in the event of a confirmed case of COVID-19.

Records will be stored confidentially and destroyed after a period of 28 days.

**Bring your Library card**

Essential for borrowing from the self loan station.

**Maintain physical distancing**

Remain 1.5m from others, where practical.

**Practice good hygiene**

Use hand sanitiser provided upon entry and before handling any Library materials.

**Follow the directions of Library staff**

Some of our services have changed. We will do our best to assist you throughout your visit.

**Borrowing/Returning Items**

Returning books are to be placed in the outside book return chute.