

COVID-19 Safety Plan - Library

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Drafted by	Cheryl Bollard	Approved by Council:	24 June 2021
Responsible person	Epidemic Officers	Scheduled review date	June 2021

This plan has been developed in consultation with our members and volunteers and is designed to create and maintain a safe environment for all in the HAGSOC Library.

The Library will resume operation from 1 July 2020. There will be a two-week trial period with limited opening hours. After a review, full hours may be resumed from 15 July.

Wellbeing of volunteers and Library users	
Requirements	Actions
Exclude volunteers and Library users who are unwell.	Advise all volunteers and Library users who are unwell to stay at home. Volunteers to notify the Library roster coordinator if they are unable to attend their shift.
Provide volunteers with information and training on COVID-19 including when to get tested, physical distancing and cleaning.	Training sessions will be conducted for all volunteers before they return to Library duty. Additional information will be placed into the Library Manual.
Display conditions of entry (website, social media and venue entry).	The conditions of entry will be displayed on our website, Facebook page and on the entry door.
Ensure COVID-19 Safety Plans are in place.	COVID-19 Safety Plan endorsed by Council and available on the website and in the Library.

Physical distancing	
Requirements	Actions
Capacity must not exceed one person per 4 square meters.	<p>The capacity for the HAGSOC Library is</p> <p>Main Library: 20 people</p> <p>Overseas Room: 10 people</p> <p>Members Room/Kitchen: 4 people.</p> <p>Signage will be placed at the entry to advise of room capacity.</p> <p>Library users will be encouraged to book in advance before attending the Library</p>
Remove or move seating and tables as required to comply with physical distancing.	<p>Computer stations and research stations have been positioned 1.5m apart.</p> <p>Visual markers have been provided to indicate the required positioning.</p>
Ensure no more than 20 visitors are at any group activity.	Group activities cancelled or are taking part via video conferencing.
Reduce crowding wherever possible and promote physical distancing with markers on the floor.	Markers and signage will be displayed.
Where reasonably practical, ensure volunteers maintain 1.5 metres physical distancing at all times (including in the kitchen).	Information provided to volunteers during induction training
Have strategies in place to manage gatherings that may occur immediately outside the premises.	Library users will be encouraged to book in advance and not to gather in the hallway.

Hygiene and cleaning

Requirements	Actions
Quarantine returned items for 24 hours and wipe down plastic cases or coverings before returning these to shelves.	<p>All items to be placed in return tubs by the user.</p> <p>Library volunteer to close tub at the end of the day/shift and note date and time on tub. After 24 hours, Library volunteer to wipe down where appropriate and return items to shelves.</p> <p>Access to the Special Collection will be not be available during Library hours. Special access to this collection can be made if required.</p>
Encourage volunteers and visitors to wash/sanitize their hands upon entry and exit of the Library, before and after touching books, DVDs, computers or any other materials.	<p>Sanitizing stations have been provided at the entry/exit of both the Main Library and the Overseas Room.</p> <p>Signage will be displayed.</p>
Clean frequently touched areas and surfaces	<p>Library users to clean computer keyboards and mice, desks, microfiche readers and other equipment after use using the provided materials.</p> <p>Library surfaces will need to be kept clear and clutter free to make cleaning easier. Volunteers to clean the reception desk area including telephones, computers and door handles at least once per shift.</p> <p>New books and serials will be placed straight onto the shelves.</p>
Volunteers to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	<p>Information provided to volunteers during induction training</p> <p>Gloves and soap provided.</p>
Kitchen/Members area	<p>The kitchen/members area is only available to the on-duty Library volunteers and admin teams. There is a limit of 4 people at any one time in the area, and no more than two at the table.</p> <p>Anyone using the area is responsible for its sanitizing and cleaning.</p> <p>The communal cups, cutlery and plates may not be used. Nothing is to be left in the fridge at the end of a shift.</p>

Record Keeping

Requirements	Actions
Keep a record of name and a mobile number or email address for all volunteers and Library users for a period of at least 28 days. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely	<p>Name, Membership number and entry and exit time of all members and volunteers using the Library will be recorded and securely kept for at least 28 days. The membership database will be used to identify email and phone details if required.</p> <p>Name, mobile number or email and entry and exit time of any non-member users will be recorded and securely kept for at least 28 days</p>
Make volunteers and members aware of the COVIDSafe app and its benefits to support contact tracing if required.	Use of the COVIDSafe app will be promoted to volunteers and members through the newsletters and social media
Cooperate with ACT Health if contacted in relation to a positive case of COVID-19 at your workplace.	We will cooperate with ACT Health if contacted.

Special conditions

Area	Actions
Staffing	<p>The Library will be staffed by at least two volunteers at all times.</p> <p>If the overseas room is in use, one volunteer will be in the overseas room.</p> <p>All library staffing will be done via the website or directly with the Library roster manager. The paper-based system will not be used during the COVID Restrictions.</p> <p>The Library may close 15 minutes early to allow volunteers to clean</p>
Computers	<p>A 45-minute booking system will be in place for all the computers in the main Library.</p> <p>Bookings should be made via computerbooking@familyhistoryact.org.au</p> <p>Bookings may be extended on the day if there are no other bookings.</p> <p>Computer users must maintain 1.5 m separation from other users and clean their station after use.</p>
Serials	<p>Serials will be placed directly on the shelves.</p> <p>Details of new serials will be placed into plastic sleeves and placed on the compactus.</p>
Special Collection items	<p>The fragile nature of materials in the Special Collection area make them difficult to use within the physical distancing rules and to quarantine without damage.</p> <p>Access to the Special Collection will be not be available during Library hours.</p> <p>Special access to this collection outside of the Library hours can be arranged if required. Contact the Secretary for further details.</p>
CD Collection	<p>The majority of the CDs can be accessed via the FCER system on the computers.</p> <p>The computers in the Overseas Room access provide access to different CD collections. The computers are not spaced 1.5 m apart and to meet the physical distancing requirements only two computer users at any one time, and they are not to sit next to each other.</p>

Microfilm and Microfiche	<p>No recommendations for the treatment of microform have been found. In the absence of any other information, microform will be quarantined for 24 hours after use. This will be revised if more information comes to light.</p> <p>The user will place the microfiche in the microfiche return container. The microfiche will be quarantined for 24 hours before being returned to the drawers.</p> <p>The user will place the microfilm in main return container. The microfiche will be quarantined for 24 hours before being returned to the cabinet.</p> <p>Users will wipe down the readers with disinfectant wipes or spray and a paper towel after use.</p>
Bookshop	<p>The bookshop will be closed until further notice.</p> <p>Books and other items can be ordered and paid on-line via the HAGSOC website or by contacting the Bookshop Manager</p> <p>Investigation will be made into the pick-up of pre-purchased items from the Library after 15 July.</p>
Cash Payments including membership renewals	<p>Members will be encouraged to use cashless payment methods in preference to cash transactions.</p> <p>Memberships can be renewed on- line via the website or via mail.</p> <p>Cash payments in the Library will be accepted as a last resort. Procedures will be developed in conjunction with the Library volunteers and Admin teams to provide a safe method of handling cash.</p>
General	<p>Library users and volunteers should bring their own pencils, USB and stationery to the library.</p>