

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



Your COVID-19 Safety Plan

Information and education facilities

Business details

Business name	Kiama Municipal Council - Library & Family History Centre
Business location (town, suburb or postcode)	Kiama & Gerringong
Select your business type	
Libraries	
Completed by	Risk Management Team
Email address	risk@kiama.nsw.gov.au
Effective date	8 November 2021
Date completed	7 November 2021

Wellbeing of staff and customers

Exclude staff, volunteers and visitors who are unwell from the premises.

Agree

Yes

Tell us how you will do this

COVID-Safe signage at Library & Family History Centre entry point
Social media advice to stay home if unwell
Health screening & declaration of seated patrons
Staff have been advised not to attend work if displaying any symptoms

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

Yes

Tell us how you will do this

Signage placed around Library & Family History Centre for COVID-safe messaging including symptoms of COVID and required actions if symptoms are displayed.
Infection control SWMS provided to staff.
Patrons would be encouraged to leave the library and seek medical advice if they become even mildly unwell

Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.
Agree

Yes

Tell us how you will do this

Signs at entry to facilities, screening record keeping of all walk in patrons. Website and social media information kept current

Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, volunteers and visitors). For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>

Agree

Yes

Tell us how you will do this

Signs will be placed at the entry point and staff will monitor entry as reasonably practicable.

Physical distancing

Capacity must not exceed 1 person per 2 square metres of space of the premises.

Agree

Yes

Tell us how you will do this

Signs will be placed in facilities outlining occupancy limits

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

Seating adjustments have been completed where necessary

Avoid congestion of people in specific areas where possible.

Agree

Yes

Tell us how you will do this

Staff will passively monitor as reasonably practicable

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

Agree

Yes

Tell us how you will do this

Staff will passively monitor. (This is unlikely as there is only one bench seat and not a large space to gather).

Ventilation

Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.

Agree

Yes

Tell us how you will do this

In indoor areas, increase natural ventilation by opening windows and doors where possible. Regular inspection and maintenance of air condition/ ventilation systems

Use outdoor settings wherever possible.

Agree

Yes

Tell us how you will do this

Noted

In indoor areas, increase natural ventilation by opening windows and doors where possible.

Agree

Yes

Tell us how you will do this

Open windows and doors where practicable and secure

In indoor areas, 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).

Agree

Yes

Tell us how you will do this

Air conditioning to be adjusted where practicable and windows to be opened

Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).

Agree

Yes

Tell us how you will do this

Facility manager to ensure regular maintenance of ventilation systems

Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.

Agree

Yes

Tell us how you will do this

Facility manager to ensure regular maintenance of ventilation systems and review any requirements for consultants as needed

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Agree

Yes

Tell us how you will do this

Signage is in place, This is being monitored and enforced by staff

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

We have hand sanitiser at entryway, and have correct hand-washing posters at all amenities, and other COVID safe posters throughout the Library and Family History Centre

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

Agree

Yes

Tell us how you will do this

Staff will monitor stock levels, anticipating usage rate may be higher than experienced in the past. Stock is on regular backorder

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.

Agree

Yes

Tell us how you will do this

We have new procedures to cover off frequently touched area cleaning. The facilities are cleaned daily as normal practice

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers and visitors.

Agree

Yes

Tell us how you will do this

QR codes signage in place

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

Agree

Yes

Tell us how you will do this

Staff are passively monitoring

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, volunteers and visitors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within four hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

Staff are responsible to digitise and have information available for immediate recall

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable, including any play centres. 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 gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

n/a for Libraries or Family History Centre

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

Yes