

WHS02 COVID-19 Safety Plan - Library

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Drafted by	Cheryl Bollard	Approved by Council:	
Responsible persons	Epidemic Officers	Scheduled review date	March 2022

The Family History ACT Library is available for operation in accordance with the COVID Safety guidelines below. Family History ACT will act in accordance with the most recent ACT Government Public Health Directions applying to COVID-19. Details of these directions can be found on the ACT Government COVID website <https://www.covid19.act.gov.au/restrictions/current-restrictions>. Family History ACT's Co-COVID Officers will monitor the Government's directions and provide a schedule of the directions as they apply to Family History ACT.

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 Library. People also implement their own risk management measures depending on their circumstances.

Wellbeing of volunteers and Library users	
Requirements	Actions
Exclude volunteers and Library users who are unwell.	<p>Advise all volunteers and Library users who are unwell to stay at home.</p> <p>Volunteers to notify the Library roster coordinator if they are unable to attend their shift.</p>
Provide volunteers with information and training on COVID-19 including when to get tested, physical distancing and cleaning.	<p>Training sessions will be conducted for all volunteers before they return to Library duty.</p> <p>Additional information will be placed into the Library Manual.</p>
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.
Encourage the use of masks as per ACT Government guidelines	<p>Family History ACT will follow the current ACT Government guidelines on the wearing of face masks.</p> <p>Wearing a face mask is a simple and practical way to minimise transmission of the virus, we encourage members to continue wearing face masks indoors in crowded settings or where physical distancing from people not known to them may not be possible.</p>

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Physical distancing	
Requirements	Actions
Capacity must not exceed the ACT Government capacity guidelines.	<p>The Family History ACT Library will adhere to the current ACT Government capacity requirements for Libraries.</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>
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, ventilation and cleaning

Requirements	Actions
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.	Sanitizing stations have been provided at the entry/exit of both the Main Library and the Overseas Room. Signage will be displayed.
Increase fresh air circulation to the Library	Windows and doors should be opened during operating hours when circumstances allow.
Clean frequently touched areas and surfaces	Library users to clean computer keyboards and mice, desks, microfiche readers and other equipment after use using the materials provided. 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.
Volunteers to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Information provided to volunteers during induction training Gloves and soap provided.
Kitchen/Members area	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. Anyone using the area is responsible for its sanitizing and cleaning. The communal cups, cutlery and plates may not be used. Nothing is to be left in the fridge at the end of a shift.

Record Keeping

Requirements	Actions
<p>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>	<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>
<p>Cooperate with ACT Health if contacted in relation to a positive case of COVID-19 at your workplace.</p>	<p>We will cooperate with ACT Health if contacted.</p>
<p>Make volunteers and members aware of the Check-in Canberra app and its benefits to support contact tracing if required</p>	<p>All members must use the Check-in Canberra App when visiting the Cook Community Hub or other Family History ACT endorsed activities.</p> <p>Check-in Canberra QR posters will be displayed for member check-in</p>

Special conditions

Area	Actions
Staffing	<p>The Library will be staffed by at least two volunteers at all times.</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 the Family History ACT website.</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>
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>Users will wipe down the readers with disinfectant wipes or spray and a paper towel after use.</p>

Bookshop	<p>The bookshop is available to members both on-line and at Cook.</p> <p>The Bookshop corner in the Library is restricted to one person at a time.</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>
General	<p>Library users and volunteers should bring their own pencils, USB and stationery to the library.</p>