







COVID Safety Plan

Premises name: **Bassendean Memorial Library**

Agrees to the following:

- | | |
|--|---|
| <input type="checkbox"/> Maintain mandatory contact registration | <input type="checkbox"/> Encourage physical distancing |
| <input type="checkbox"/> Maintain hygiene standards and conduct frequent cleaning | <input type="checkbox"/> Advise staff to stay home if unwell |

-  **Refer to the COVID Safety Guidelines for information on the expectations for COVID Safety Plans and to assist you in** completing this plan. These are available at wa.gov.au
-  Discuss and share relevant details of your plan with staff, contractors and suppliers so everyone is aware of what to do and what to expect.
-  **The COVID-19 pandemic is an evolving situation –** review your plan regularly and make changes as required.
-  **Print and display the COVID Safety Plan Certificate** available at the end of this form.

Premises details

Premises name:	Bassendean Memorial Library	Prepared by:	Renata Pietracatella
Type of premises:	Public Library	Position title:	Manager Lib. Services
Street address:	46 Old Perth Rd Bassendean	Completion date:	15.02.2022
Contact no:	(08) 9377 8000	Revision date:	
Email:	mail@bassendean.wa.gov.au		

* **For the sections below, please complete the form and attach additional pages or information as required.**

1. Contact registration

- What will be done to implement contact registration requirements?

Consider: legal requirements to manage, store and dispose of contact registration records; ensuring SafeWA QR codes are easily accessible, ensuring option of hard copy register is available.

- All persons aged 16 and over, including Town's employees, are required to register to enter the premises. QR Codes are available to register via SafeWA app, the ServiceWA app and a Contact Tracing forms are available for those who prefer to write down their details
- A hard copy Contact Tracing form is also available in the library meeting rooms
- Sign in records are kept for a minimum of 28 days.

2. Physical distancing

- What will be done to encourage physical distancing principles?

Consider: physical distancing for staff and patrons; management of waiting areas etc.

- Physical distancing is promoted by **floor markers** placed at each customer service station and throughout the library. Furniture and study areas are arranged to create adequate space between patrons. Posters and signs are placed around the library to encourage physical distancing
- Currently there is no limit on **maximum occupancy in public areas**. When necessary, the main Library public area and meeting rooms occupancies will be calculated. Clear and visible signage stating the maximum number of people permitted in each area will be placed on the front doors and inside the meeting rooms. These requirements will be enforced by Library Officers. Other measures will also be implemented to manage traffic flow when necessary, including placement of the signage and physical barriers.
- Maximum numbers of participants at all Library programs and events have been adjusted to ensure there is adequate physical distance; bookings are required for all events

- Public Computers workstations are arranged to allow for adequate physical distancing between each user.
- **Sneeze guards** are placed in front of customer stations at the Returns and Loans Desk and Reception Desk to support adequate physical distancing, and to limit the risk of exposure for workers and members of the public.
- Library workroom allows for **adequate physical distancing** between each workstation. Where possible, staff rosters can be adjusted to limit sharing workstations and **flexibility in working arrangements**, including working remotely, will be considered.
- Library lunchroom allows for adequate physical distancing when used by 2-3 people at the time during lunchbreaks. Some additional measures can be implemented when necessary, in accordance with the Safe Work Procedure, including:
 - a. **Break rotations**, to minimise the number of workers in the lunch room; where possible, workers can be encouraged to either eat lunch in an open outdoor space or at their workstations
 - b. Any **worker interactions** are to be undertaken in compliance with the physical distancing protocol of at least 1.5 metres apart. **Face-to-face interaction without the masks are discouraged and must be limited to under 15min a day to avoid close contact**
 - c. **Meetings** including de-briefs and team meetings are to be held online through Teams etc., in an outdoor environment or in an indoor area that complies with physical distancing and the maximum square metre/person requirements. **No worker is to attend face-to-face meetings with external parties unless authorised through the Line Manager.**
 - d. Where possible, **access to the Library** for external staff, contractors and other parties will be restricted for urgent business purposes only.
 - e. Restrictions will apply to Town of Bassendean employees when **carpooling** to ensure adequate physical distancing.

3. Hygiene

- How will you ensure hygiene and cleaning standards are maintained?

Consider: **hygiene protocols and practices; supply of cleaning and sanitiser products etc.**

- **COVID information** and recommended **hygiene practices** are promoted through posters placed throughout the workplace, Safe Work Procedures, on the FAQ page and through other internal comms.
- Workers who are **unwell** are directed to **stay home**.
- **Visible signage** are placed at the front entrance, urging patrons **not to enter the premises if they are unwell**. Any patron or worker who appears to be unwell will be politely requested to leave the premises and seek medical advice. If a worker is unwell with COVID-like symptoms, the '**Suspected or Confirmed Case of COVID-19 Procedure**' is to be followed.
- The Town has a **good supply of hand sanitiser, hospital grade cleaners and disinfectants, gloves, masks (surgical and P2) etc.** available to workers and in stock. An infrared forehead thermometer has been purchased for use within the Library if and when required. Safety Data Sheets are provided for all chemicals used within the workplace.
- A supply of **Rapid Antigen Test (RAT)** kits has been ordered and will be used in accordance with Government directions and the Town's procedures.
- **Alcohol based hand sanitiser and signage** has been placed at the front entrance of the Library, on the front counter, in meeting rooms and inside the work area.
- The workplace is **monitored** to ensure that hygiene supplies are available and re-stocked as required.
- **Masks must be worn in all indoor areas**, including workplaces and vehicles.
- A **Cleaning Procedure** has been distributed with the cleaning kit to each workplace, and all employees have been provided with the COVID-19 Environmental Cleaning for Workplaces for Non-Health Care Setting Guideline released by the Department of Health as an attachment to the Safe Work Procedure
- Cleaning of the Library will be completed by the **Cleaner** on a daily basis.
- Cleaning of **common (high) touch areas and surfaces** (i.e. door handles, table tops, taps and hand washing stations etc. are to be completed twice a day in accordance with the 'Cleaning of Common Touch Areas Procedure'. Cleaning of these areas is the responsibility of all workers in that workplace and is to be completed on a roster basis. A register is in place to ensure that cleaning is completed and a record is maintained.
- Where possible, **high touch communal items will be replaced** with hygienic alternatives, for example, single use or contactless options.
- Public Computers and staff workstations are professionally cleaned every month
- **Cleaning of personal workspaces** are required to be undertaken every day. If the workspace is used by more than one worker (i.e. front desk) it is to be cleaned and disinfected before and after the shift.
- **Cleaning supplies will be available in all meeting rooms and areas**. The room must be cleaned and disinfected after each use.
- A **Contractor trained in COVID-19 sanitation services** has been sourced to conduct any urgent deep cleans in the event that there is an outbreak or confirmed case of COVID-19 at the Library.

- Where possible, **air flow** will be enhanced by air purifiers in staff workroom, lunchroom and staff offices, and air conditioning will be adjusted to optimise fresh air flow.
- Where possible, **equipment**, stationary and other items such as phones, cutlery, crockery etc. are **not to be shared**.
- Workers who have a **suspected or confirmed case of COVID-19** are to notify the Town on the **Notification Form** (available on the FAQ page).
- A **Risk Assessment** has been undertaken for **vulnerable workers** to consider control measures in order to reduce their risk of infection. The Line Manager must conduct any further reviews or amendments to work arrangements in consultation with the vulnerable worker. Workers have been encouraged to discuss any conditions which might make them more vulnerable to the effects of COVID-19 with their GP/Line Manager.
- Employees were offered a **flu vaccination** as part of the Town's Annual Influenza Vaccination Program, and the vaccinations have been completed.
- The Town is complying with the Mandatory Vaccination Policy and is sighting worker **COVID-19 vaccination certificates** and maintaining a Register. There are no workers at the Library that fall under the requirements of the Mandatory Vaccination Policy. However, workers at the Library have been encouraged to provide proof of vaccination, and all workers have complied with this request.
- **Individual Safe Work Procedures** will be developed for any vulnerable or unvaccinated worker (that is not mandated under the Mandatory Vaccination Policy) in order to minimise their exposure and infection risk.

4. Training and education

- How will you ensure all your workers know how to keep themselves and others safe from exposure to COVID-19?

Consider: staff training; records of training; additional education; signage; guidance material etc.

- Every Town of Bassendean worker has received a **COVID: Safe Work Procedure** relevant to their work area, which incorporates all the required measures to keep themselves and others safe from COVID-19.
- An **electronic presentation** (and induction package) has been rolled out to all employees based at the Library to confirm all measures in place for the prevention and management of COVID-19 and the strategies outlined in this Plan.
- Workers are provided with **education** through the FAQ page, posters, emails, SMS messages, intranet posts, toolbox and team meetings.

- All **Town of Bassendean Contractors**, their employees and Sub-Contractors, have been required to complete and sign a Declaration Form, confirming all prevention and management measures implemented to protect themselves, Town of Bassendean employees and community.
- A World Health Organisation video on **how to fit and wear a face mask** has been uploaded to the FAQ page.

5. Compliance

- I am aware that in addition to the legal obligations arising from the Emergency Management Act 2005 and the Directions made under that Act, I must continue to comply with relevant existing legislation and regulations, including WorkSafe legislation.

Yes ✓

The Town of Bassendean acknowledges our obligations arising from the Emergency Management Act and the directions made under that Act.

The Town of Bassendean also acknowledges our obligations and responsibilities under existing legislation and regulations, including occupational and health legislation, and will ensure that these are complied with.

6. Response Planning

- How will you respond to an exposure or suspected exposure to COVID-19 within your premises?

Consider: records of patrons; cleaning procedures; referrals to relevant authorities; regular review of procedures etc.

- The Town will adhere to the '**COVID-19: Suspected or Confirmed Case within the Workplace Procedure**' which has been developed in accordance with Department of Health and Government WA Guidelines and requirements.
- The Town will contact the COVID-19 Public Hotline if we become aware that someone with COVID-19 has been at this workplace.
- **Contact tracing** measures are in place and the Town will work with the Department of Health in providing the required information and assisting in the identification of close contacts.
- **Communication systems** have been implemented. Workers have been directed to check FAQ page and any urgent information or directions will be communicated through SMS.
- A **plan** has been developed to maximise business continuity should there be an exposure in the workplace, and in the event that the Library must close or services must be modified (see attached).
- Support mechanisms for employees that are impacted by COVID-19 are in place.



Premises name: Bassendean Memorial Library
Library, 46 Old Perth Road, Bassendean

COVID Safety Plan Certificate

Welcome. We are a business implementing COVID-safe principles.



Contact registers



Physical distancing



Frequent cleaning and disinfection



Staying home when unwell

Prepared by: Renata Pietracatella

Date: 15 February 2022

**We're doing our part to help keep you safe.
Please respect the rules and our staff.**