

COVID Safety Plan

Please use the following form to document your plan for how your staff and patrons will be kept safe during the COVID-19 pandemic.

Premises name: **State Library of Western Australia**

has a maximum capacity of Number: **20** patrons and agrees to the following Phase 4 safety requirements:

- | | |
|--|---|
| <input checked="" type="checkbox"/> A strict limit of a minimum of 4sqm per person | <input checked="" type="checkbox"/> Maintain physical distancing |
| <input checked="" type="checkbox"/> Maintain hygiene standards and conduct frequent cleaning | <input checked="" type="checkbox"/> Carefully manage shared spaces to ensure physical distancing |
| <input checked="" type="checkbox"/> Ensure masks are mandatory and worn in the Library | <input checked="" type="checkbox"/> Ensure all patrons register for COVID contact tracing when entering |

- 1 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
- 2 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.
- 3 The COVID-19 pandemic is an evolving situation - review your plan regularly and make changes as required.
- 4 Print and display the **COVID Safety Plan Certificate** available at the end of this form.

**We're all
in this
together.**

Premises details

Premises name:	<input type="text"/>	Prepared by:	<input type="text"/>
Type of premises:	<input type="text"/>	Position title:	<input type="text"/>
Street address:	<input type="text"/>	Completion date:	<input type="text"/>
Contact no:	<input type="text"/>	Revision date:	<input type="text"/>
Email:	<input type="text"/>		

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

1. Physical distancing

• What will be done to implement physical distancing guidelines?

Consider: physical distancing for staff and patrons; occupancy limits based on 2sqm requirements; management of waiting areas etc.

2. Hygiene

• How will you ensure required hygiene standards are maintained?

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

3. 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.

4. 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 No

Comments:

5. 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.



Premises name:

State Library of Western Australia

COVID Safety Plan Certificate

Welcome.

**We can accommodate
maintain the WA Government's safety measures**

Number:

20

patrons and agree to



4sqm per person



**Ensure masks are mandatory
and worn in the Library**



**Frequent cleaning
and disinfection**



**Ensure all patrons register
for COVID contact tracing**

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

We're all in this *together.*

Prepared by:

Susan McEwan

Date:

27 April 2021