

# 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: 150** patrons and agrees to the following Phase 5 safety requirements:

- A strict limit of a minimum of 2sqm per person
- Maintain physical distancing
- Maintain hygiene standards and conduct frequent cleaning
- Ensure masks are mandatory and worn in the Library
- 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](http://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:	State Library of WA	Prepared by:	Elizabeth Spencer
Type of premises:	Library	Position title:	Director Lib. Services
Street address:	25 Francis St Perth	Completion date:	3 June 2020
Contact no:	9437 3111	Revision date:	5 July 2021
Email:	info@slwa.wa.gov.au		

\* 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.

Changes in capacity of building based on WA restrictions.  
Managed limit of 150 in public areas of the Library at any one time.  
All public floors open.  
Signage posted regarding appropriate physical distancing.  
Ground markers to indicate physical distancing for queues inside and outside the Library.  
Ground markers to indicate physical distancing from staff at service points.

## 2. Hygiene

### • How will you ensure required hygiene standards are maintained?

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

Signage posted advising any unwell patron not to enter the Library.  
Hand sanitiser is available upon entering the Library and at all service points.  
Signage posted encouraging all patrons to practice good hand sanitation.

### 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.

Staff trained in COVID-19 service delivery procedures.  
Signage stating hygiene requirements, safety measures and good hand hygiene available.  
Staff regularly reminded of good hygiene practices.

### 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:**

All persons aged 16 and over are required to register to enter the premises. QR codes are available for people registering via the SafeWA app alternatively, people can write their details in the register. All persons aged 13 and over are required to wear a mask while in the State Library unless they have a medical exemption. Staff ensuring masks are worn except where there is an exemption.

### 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.

Any person displaying mild symptoms will be asked to leave the Library and advised to seek medical attention;  
Any person displaying serious symptoms will be isolated and urgent medical attention sought;  
Affected areas will be closed, cleaned and disinfected;  
All procedures will be reviewed and staff trained accordingly on a regular basis.  
Your contact details will only be stored for 28 days and only used by WA Health for COVID-19 contact tracing purposes if required.



Premises name:

State Library of Western Australia

## COVID Safety Plan Certificate

Number:

**150**

**Welcome.**

**We can accommodate 150 patrons and agree to maintain the WA Government's safety measures**



**2sqm 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:

**Margaret Allen**

Date:

**6/7/2021**