

Phase 5 COVID Safety Plan

Please use the following form to document your plan for how your staff and patrons will be kept safe.

Premises name: State Library of WA

Agrees to the following safety requirements:

- Maintain mandatory contact registration**
- Maintain hygiene standards and conduct frequent cleaning**

- 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](https://www.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.

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 Street Perth	Completion date:	3 June 2020
Contact no:	9437 3111	Revision date:	9 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. 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 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.

2. Physical distancing

• What will be done to implement physical distancing principles?

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

No limit on maximum occupancy of public areas.

Physical distancing not required.

3. 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. Contact tracing registration mandatory.

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.

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.

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 No

Comments:

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.

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

Phase 5 COVID Safety Plan Certificate

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



Contact registers



Frequent cleaning and disinfection

Prepared by:

Margaret Allen

Date

12 July 2021

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