

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 hygiene standards and conduct frequent cleaning

Encourage physical distancing

Advise staff to stay home if unwell

- 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:	Susan McEwan
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:	28 April 2022
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 and ServiceWA QR codes are easily accessible, ensuring option of hard copy register is available.

People entering the building are not required to register their details for contact tracing.

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 is encouraged.

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.

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:



Premises name:

State Library of Western Australia

COVID Safety Plan Certificate

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



Physical distancing



Frequent cleaning and disinfection



Staying home when unwell

Prepared by:

Catherine Clark

Date

29 April 2022

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