

# COVID Safe plan

Guidance on how to prepare your COVID Safe plan is available [here](#).

## Our COVID Safe Plan

Business name:	Geelong Regional Library Corporation
Site location:	Relevant to all GRLC branches
Contact person:	Carlin Roche
Contact person phone:	0436 933 825
Date prepared:	7 August 2020, updated 19 <sup>th</sup> April 2021

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Hygiene</b>	
<b>Provide and promote hand sanitiser stations for use on entering building and other locations in the worksite and ensure adequate supplies of hand soap and paper towels are available for staff.</b>	<i>GRLC is providing hand sanitisers, hand soap and paper towel with an ordering system of supplies through our administration officers. Each branch is required to set up hand sanitiser stations on entering and exiting the building. Hand soap and hand drying equipment (paper towel or hand dryers) are available in toilets.</i>
<b>Where possible: enhance airflow by opening windows and adjusting air conditioning.</b>	<i>Whilst many branches don't have the ability to open windows, internal doors should be kept open when possible in order for the air to circulate.</i>
<b>Face coverings must be worn by people at all times when in a public indoor space. Ensure adequate face coverings and PPE are available to staff that do not have their own.</b>	<i>From 11.59pm February 26<sup>th</sup> 2021, fitted face masks are not required to be worn by staff and customers when within any of the GRLC facilities. The wearing of masks is no longer a condition of entry for all staff and customers. However you are required to carry a mask at all times, unless you have a lawful reason not to.</i>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Provide training to staff on the correct use and disposal of face coverings and PPE, and on good hygiene practices and slowing the spread of coronavirus (COVID-19).</b></p>	<p><i>Work instructions have been issued and are available on the intranet regarding correct procedure regarding PPE and control measures in place.</i></p>
<p><b>Replace high-touch communal items with alternatives.</b></p>	<p><i>Communal items and alternatives as well as high-touch points are to be regularly cleaned and alternative considered as appropriate.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<p><b>Cleaning</b></p>	
<p><b>Increase environmental cleaning (including between changes of staff), ensure high touch surfaces are cleaned and disinfected regularly (at least twice daily).</b></p>	<p><i>GRLC branches are cleaned daily by cleaning contractors with regular cleaning from staff, including – door handle, light switch, high touch areas. Library customers are also empowered to take ownership and clean/disinfect where possible.</i></p>
<p><b>Ensure adequate supplies of cleaning products, including detergent and disinfectant.</b></p>	<p><i>GRLC has an ordering system in place to ensure that branches can order and receive items as required. This includes any cleaning supplies.</i></p>

Guidance	Action to mitigate the introduction and spread of COVID-19
<b>Physical distancing and limiting workplace attendance</b>	
<p><b>100% of staff are now able to return to the office</b></p>	<p><i>Although 100% of employees can now return to the office, managers are aware that density limits of 1 person per 2 square metres and maintaining 1.5 metre distancing still apply. Each department manager has consulted with staff around a staggered roster to ensure density and distancing restrictions are practical to implement.</i></p>
<p><b>Establish a system that ensures staff members are not working across multiple settings/work sites.</b></p>	<p><b>From 6pm Friday 26<sup>th</sup> of March 2021, 100% of employees can return to the office.</b></p> <p><i>Current rosters and support/supervision arrangements are in place including:</i></p> <ul style="list-style-type: none"> <li>- review of replacement shift allocation</li> <li>- review of IT support</li> <li>- review of area managers support and branch supervision</li> </ul> <p><i>Revised workplace bubbles as of 15<sup>th</sup> December 2020</i></p> <ul style="list-style-type: none"> <li>• <i>Bannockburn, Corio, Lara, Chilwell, Geelong West, GLHC, Mobile Libraries, Queenscliff</i></li> <li>• <i>Belmont, Highton, Drysdale, Leopold, Newcomb, Ocean Grove, Barwon Heads, Torquay, Waurin Ponds</i></li> </ul> <p><i>From 18<sup>th</sup> March 2021, we will be continuing with the existing bubbles, however we are providing an 'exception' rule that allows for travel between bubbles where it is operationally required. This will assist in supporting branch operations where staff are not available within the bubble.</i></p> <p><b>Exceptions for moving between bubbles</b></p> <ul style="list-style-type: none"> <li>• <i>Operational requirement for customer service – if all possible staff relief options in the bubble are unavailable, a staff member can work outside their bubble in order to ensure operations can continue.</i></li> <li>• <i>Operational requirement for programming - if a specialist staff member is required to go to another site to deliver a program, due to lack of available staffing or to deliver a specialised event/program.</i></li> <li>• <i>To attend important meetings or workshops, where online meeting options may not be suitable.</i></li> <li>• <i>To provide technical support that is critical to library operations.</i></li> </ul> <p><b>Guidelines around the exception rule:</b></p> <ul style="list-style-type: none"> <li>• <i>Approval must be sought from relevant Area Manager (via the appropriate Library Coordinator/Branch Librarian). If your Area Manager is unavailable, please contact another Area Manager for approval.</i></li> <li>• <i>If travelling from one branch to another, a limit of visiting a maximum of one other branch per day</i></li> <li>• <i>Staff member must follow all contact tracing requirements in place on site</i></li> <li>• <i>Staff member will be required to follow DHHS mask guidelines in force at the time</i></li> <li>• <i>Staff member must maintain 1.5m social distance as much as possible</i></li> <li>• <i>Staff member must follow good hand hygiene practices</i></li> <li>• <i>Staff member must stay at home if they are unwell and notify relevant</i></li> </ul>

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	<i>Library Coordinator or Area Manager.</i>
<p><b>Establish a system to screen employees and visitors before accessing the workplace. Employers cannot require employees to work when unwell.</b></p>	<p><i>Employees are told to stay at home if they are unwell or if they have any covid-19 like symptoms.</i></p>
<p><b>Configure communal work areas so that there is no more than one worker per four square meters of enclosed workspace, and employees are spaced at least 1.5m apart. Also consider installing screens or barriers.</b></p>	<p><i>All GRLC sites have been reviewed in light of the 2 square meters and 1.5 meters apart and staff are regularly reminded of the rules.</i></p>
<p><b>Use floor markings to provide minimum physical distancing guides between workstations or areas that are likely to create a congregation of staff.</b></p>	<p><i>Markings on the floor and appropriate barriers have also been implemented.</i></p>
<p><b>Modify the alignment of workstations so that employees do not face one another.</b></p>	<p><i>Workstations have been reviewed in light of the requirement.</i></p>
<p><b>Minimise the build-up of employees waiting to enter and exit the workplace.</b></p>	<p><i>Flow has been reviewed accordingly.</i></p>
<p><b>Provide training to staff on physical distancing expectations while working and socialising (e.g. during lunchbreaks).</b></p>	<p><i>Clear instructions, both written and verbal are provided to staff on a regular basis through such as through work instructions, CEO's update, and team meetings.</i></p>

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<p><b>Review delivery protocols to limit contact between delivery drivers and staff.</b></p>	<p><i>All deliveries are done in a direct and efficient manner, to minimise the amount of time required to be at a GRLC facility. This should be under 15 minutes where possible.</i></p>																																						
<p><b>Review and update work rosters and timetables where possible to ensure temporal as well as physical distancing.</b></p>	<p><i>Rosters are being adjusted as much as possible to ensure people are being rostered within their appropriate workplace bubble.</i></p>																																						
<p><b>Where relevant, ensure clear and visible signage in areas that are open to the general public that specifies maximum occupancy of that space, as determined by the <a href="#">‘two square metre’ rule</a>.</b></p>	<p><i>Density limits of people across the organisation are as follows:</i></p> <table border="1"> <thead> <tr> <th data-bbox="699 696 799 719"><b>Branch</b></th> <th data-bbox="1066 696 1203 719"><b>Visitor Limit</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="651 752 842 775">• Bannockburn</td> <td data-bbox="1066 752 1102 775">100</td> </tr> <tr> <td data-bbox="651 808 858 831">• Barwon Heads</td> <td data-bbox="1066 808 1086 831">30</td> </tr> <tr> <td data-bbox="651 864 788 887">• Belmont</td> <td data-bbox="1066 864 1102 887">200</td> </tr> <tr> <td data-bbox="651 920 767 943">• BSCM</td> <td data-bbox="1066 920 1070 943">7</td> </tr> <tr> <td data-bbox="651 976 916 999">• Chilwell (no change)</td> <td data-bbox="1066 976 1086 999">17</td> </tr> <tr> <td data-bbox="651 1032 890 1055">• Corio (no change)</td> <td data-bbox="1066 1032 1102 1055">150</td> </tr> <tr> <td data-bbox="651 1088 794 1111">• Drysdale</td> <td data-bbox="1066 1088 1102 1111">100</td> </tr> <tr> <td data-bbox="651 1144 895 1200">• Geelong West (no change)</td> <td data-bbox="1066 1144 1086 1167">40</td> </tr> <tr> <td data-bbox="651 1234 767 1256">• GOLD</td> <td data-bbox="1066 1234 1070 1256">5</td> </tr> <tr> <td data-bbox="651 1290 916 1312">• Highton (no change)</td> <td data-bbox="1066 1290 1086 1312">33</td> </tr> <tr> <td data-bbox="651 1346 879 1368">• Lara (no change)</td> <td data-bbox="1066 1346 1086 1368">45</td> </tr> <tr> <td data-bbox="651 1402 788 1424">• Leopold</td> <td data-bbox="1066 1402 1102 1424">200</td> </tr> <tr> <td data-bbox="651 1458 804 1480">• Newcomb</td> <td data-bbox="1066 1458 1102 1480">170</td> </tr> <tr> <td data-bbox="651 1514 842 1536">• Ocean Grove</td> <td data-bbox="1066 1514 1102 1536">100</td> </tr> <tr> <td data-bbox="651 1570 820 1592">• Queenscliff</td> <td data-bbox="1066 1570 1453 1659"><i>8 visitors in library space (10 max including 2 staff, plus 20 max across the building, including staff)</i></td> </tr> <tr> <td data-bbox="651 1693 788 1715">• Torquay</td> <td data-bbox="1066 1693 1102 1715">170</td> </tr> <tr> <td data-bbox="651 1749 842 1771">• Waurn Ponds</td> <td data-bbox="1066 1749 1102 1771">200</td> </tr> <tr> <td data-bbox="651 1805 767 1827">• GLHC</td> <td data-bbox="1066 1805 1102 1827">650</td> </tr> </tbody> </table>	<b>Branch</b>	<b>Visitor Limit</b>	• Bannockburn	100	• Barwon Heads	30	• Belmont	200	• BSCM	7	• Chilwell (no change)	17	• Corio (no change)	150	• Drysdale	100	• Geelong West (no change)	40	• GOLD	5	• Highton (no change)	33	• Lara (no change)	45	• Leopold	200	• Newcomb	170	• Ocean Grove	100	• Queenscliff	<i>8 visitors in library space (10 max including 2 staff, plus 20 max across the building, including staff)</i>	• Torquay	170	• Waurn Ponds	200	• GLHC	650
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<p><b>Establish a process to record the attendance of customers, clients, visitors and workplace inspectors, delivery drivers. This information will assist employers to identify close contacts.</b></p>	<p><i>Manual record keeping is in place for all sites. Note - QR code and electronic record keeping is being piloted at GL&amp;HC with the vision to roll out across the organisation as soon as practicable.</i></p>
<p><b>Provide guidance to staff on the effective use of the workplace OHS reporting system (where available).</b></p>	<p><i>Clear instructions are in place regarding who to contact if a staff member requires to quarantine, self-isolate or test positive.</i></p>

Guidance	Action to prepare for your response
<b>Preparing your response to a suspected or confirmed COVID-19 case</b>	
<p><b>Prepare or update your business continuity plan to consider the impacts of an outbreak and potential closure of the workplace.</b></p>	<p><i>There are regular meetings at senior level to monitor the situation and arrangements are put in place in a timely manner.</i></p> <p><i>Please refer to document: COVID-19 – POSITIVE EMPLOYEE TEST – August 2020, for further information.</i></p>
<p><b>Prepare to assist DHHS with contact tracing and providing staff and visitor records to support contact tracing.</b></p>	<p><i>Record keeping is done and available for DHHS on request.</i></p>
<p><b>Prepare to undertake cleaning and disinfection at your business premises. Assess whether the workplace or parts of the workplace must be closed.</b></p>	<p><i>Arrangements are in place to ensure cleaning after a positive diagnosis. The relevant branch would be required to close until further notice.</i></p>
<p><b>Prepare for how you will manage a suspected or confirmed case in an employee during work hours.</b></p>	<p><i>All staff members who would have been in contact with the positive case would require a COVID-19 test and to quarantine and until a result was given.</i></p>
<p><b>Prepare to notify workforce and site visitors of a confirmed or suspected case.</b></p>	<p><i>Communications in place include:</i></p> <ul style="list-style-type: none"> <li>- informing staff members from the branch on an individual basis to quarantine</li> <li>- informing DHHS</li> <li>- informing Worksafe</li> <li>- communicating across the organisation</li> </ul>
<p><b>Prepare to immediately notify WorkSafe Victoria on 13 23 60 if you have a confirmed COVID-19 case at your workplace.</b></p>	<p><i>GRLC is committed to advising WorkSafe.</i></p>
<p><b>Confirm that your workplace can safely re-open and workers can return to work.</b></p>	<p><i>GRLC follows DHHS advice on the matter and would only return a worker or a site once safe to do so.</i></p>

I acknowledge I understand my responsibilities and have implemented this COVID Safe plan in the workplace.

Signed *Patti Manolis*

Name Patti Manolis

Date 7 August 2020