

# **COVID SAFE PLAN – Library**

## **OUR COMMITMENT**

As Community Services involves close contact at times, we are at a high risk of exposure. To ensure the health and safety of our staff, our valued clients and the wider community we are taking every precaution possible to maintain a safe and hygienic environment to prevent transmission. Here at the Richmond Library we always adhere to strict hygiene practices but at this worrying time we are going above and beyond expectation.

## **VISITS**

Keeping in line with Government restrictions all Library based activities will be in line with Social Distancing rules. Cleaning of high touch areas will be increased and all clients and staff are encouraged to make use of the hand sanitizer at the front door. If you present to the library with obvious signs of being unwell, you will be asked to leave.

## **ATTENDING LIBRARY ACTIVITIES**

you must be 100% well to attend any function held within the Library. It is very important that you inform us in advance if you or anyone in your household is unwell, or self-isolating because they are at risk of becoming unwell with COVID -19. Unfortunately, due to strict public health requirements you will be unable to attend any activities if you or anyone in your household is unwell or in self-isolation. We will of course treat this information in strict confidence and you will be welcome to attend any future activity after 14 days of being asymptomatic.

## **PLEASE DO NOT ATTEND OUR LIBRARY IF:**

- You have tested positive for COVID-19
- You have been in contact with someone who has tested positive for COVID-19 (including home or workplace)
- You have any of the COVID-19 symptom's (fever, cough, runny nose, shortness of breath, fatigue, loss of smell, upset tummy)
- You are currently in quarantine or isolation
- You have been in close contact with someone currently in quarantine or self-isolation
- Any person in the high risk category for serious infection from the COVID-19 pandemic (people aged over 70, immune-compromised & those diagnosed with a chronic medical condition) are recommended to assess your own risk.

## **WHEN YOU ATTEND OUR LIBRARY**

- Please limit the number of people you bring to the library – at this time long visits are discouraged.

- Once you enter the Centre you will see our sanitization station at the front counter. Please use the hand sanitizer provided.
- Please maintain 1.5 metres social distancing at all times were possible with other clients.
- Tables, chairs and other high touch areas including returned books and door handles will be sanitized and wiped over before and after use to ensure a comfortable and hygienic experience at our Centre.

## **THANK YOU**

Please help us to manage the risks to the health and safety of our staff by co-operating with the measures we have outlined above. Do the same things for us that you are doing to keep our own family and friends healthy and well. This includes frequent handwashing, covering your nose and mouth when you need to cough or sneeze with the crook of your arm or clean tissue and observing rules for physical distancing. More information can be found on the Department of Health Website.

Thank you for your understanding and we look forward to seeing you at our next function