

## Bondi Toy Library COVID safe plan

<b>Document version</b>	Version 1 - applicable in Step 1 from 1 <sup>st</sup> June 2020
<b>Person preparing the plan</b>	Annalie Boston, President
<b>Date approved by committee</b>	1 <sup>st</sup> June 2020

This Covid Safe Plan sets out the measures BTL is taking to ensure the re-opening of BTL is as safe as possible. We ask that everyone support the baseline requirements:

- stay 1.5 metres away from other people whenever and wherever we can;
- maintain good hand washing and cough/sneeze hygiene;
- stay home when we are unwell, and getting tested if we have respiratory symptoms or a fever.

### Capacity of the whole toy library

Total area of the toy library	43m <sup>2</sup>
Room 1 Main room	<b>30m<sup>2</sup> = 6 people (1 Staff, 5 Members)</b>
Room 2 Back room (Party toys)	13m <sup>2</sup> = <b>3 people</b>
<i>Note: only Staff (or a Volunteer on cleaning duty) is allowed in the Back Room unless an adult member is helping to return toys</i>	
Maximum number of people (incl children & staff) in the toy library with 4m <sup>2</sup> per person	<b>9 people</b>

### Measures to manage the ensure the safety of everyone at all times in BTL

#### Staff & Volunteers

1. Staff will clean and count toys in the Back Room after session times or when there are no members in BTL. Volunteers who wish to help can clean & count toys in the Back Room at any time.
2. When members are allowed into BTL, Staff should encourage speedy toy selection by providing suggestions
3. If pieces are missing, staff are to notify the appropriate member by email. This is done through Mibase
4. A register of all members accessing BTL will be maintained in Mibase

#### Members

1. All toys are to be returned to the Back Room for quarantine (as necessary), cleaning & counting. Members will be emailed if pieces are missing.
2. New Members wishing to join must register online (using the Ipad) and can pay online, via paypal or by card.
3. Access to the Back Room is restricted to Staff, Volunteers or Members helping to return large toys

## General

1. Signs placed around BTL and the reception area promoting social distancing
2. Physical distancing floor markings in the Main Room indicating safe places to stand
3. Physical distancing floor markings to identify 1.5m distance along the corridor where members line up during session times.
4. During Step 1 restrictions, toys are to be quarantined for 1 session before cleaning. Quarantining toys will be reassessed as restrictions are relaxed.
5. If a known or suspected case of Covid-19 toy exposure occurs irrespective of restriction levels, toys will be quarantined for 1 session before cleaning.
6. Email all members (plus social media campaign) to communicate changes and requirement for social distancing
7. Hand sanitiser to be placed on front desk with members encouraged to use it
8. Sign to wash hands will be placed on the notice board
9. Cleaning checklist to be initialled after each cleaning of surfaces by Staff

## Special Measures for Members depending on State restriction levels

### Step 1 – Click & Collect only – Until further notice

1. Stagger entry of members into BTL using click & collect reservation times **only**
2. Members are to line up along the corridor at 1.5m distance from each other
3. Members will only have access to the reception desk area to return and request their reserved toys
4. Members are asked not to bring children to BTL in order to reduce the length of visits – babies in prams will be allowed and count towards the total number of people in BTL
5. Members will not have access to the toys within the library

### Step 2 – Reopen member access to BTL

1. Stagger entry of members into BTL using click & collect reservation times. Not all members are expected to use this but could be a good indicator of busy times
2. Members will have access to the toys within the library
3. Members are requested not to touch toys unnecessarily
4. Members are to line up along the corridor at 1.5m distance from each other
5. Members are asked not to bring children to BTL in order to reduce the length of visits – babies in prams will be allowed and count towards the total number of people in BTL

### Routine cleaning details

Item	When to be cleaned	Cleaning method
Toys	After toys have been returned, quarantined (if necessary) and before counting	Cleaning with diluted bleach
Door handles Front edge of shelves Baby gate	Before and after each session	Detergent
Carpet Desk	Daily by cleaning contractor	Vacuum Detergent

### Membership policies

Special policies during this period are:

Late fees	No late fees until Step 2 Restrictions
Borrowing lengths	1 month plus 1 month extension if requested for all members until Step 2
Membership renewals	All memberships extended by 3 months from 24 <sup>th</sup> March 2020

### Other links

[www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Good-Hygiene-Checklist.pdf](http://www.safeworkaustralia.gov.au/sites/default/files/2020-04/COVID-19-Good-Hygiene-Checklist.pdf)

See with Toy Libraries Australia's Pandemic Policy for more information

[www.safeworkaustralia.gov.au/sites/default/files/2020-04/how-to-clean-disinfect-your-workplace-covid19.pdf](http://www.safeworkaustralia.gov.au/sites/default/files/2020-04/how-to-clean-disinfect-your-workplace-covid19.pdf)

Safework Australia posters

<https://www.safeworkaustralia.gov.au/doc/signage-and-posters-covid-19>

COVID-19 incident notification factsheet

<https://www.safeworkaustralia.gov.au/doc/incident-notification-covid-19>