

**> BE COVID SAFE.  
HELP NSW STAY IN BUSINESS.**



## Your COVID-19 Safety Plan

### Information and education facilities

#### Business details

Business name	Camden Area Family History Society Incorporated
Business location (town, suburb or postcode)	Camden NSW 2570
Select your business type	
Libraries	
Completed by	Warren Sims
Email address	<u>cafhs2570@gmail.com</u>
Effective date	8 November 2021
Date completed	16 November 2021

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### Wellbeing of staff and customers

**Exclude staff, volunteers and visitors who are unwell from the premises.**

Agree

Yes

Tell us how you will do this

Limit of 3 persons in the Research Room at any one time.

Volunteers to sign on in Attendance Book.

All QR code sign in and check on Vaccination status carried out by Library Security Staff during Library open hours.

**Provide staff and volunteers with information and training on COVID-19 vaccination, including COVID-19 vaccination, when to get tested, physical distancing, wearing masks, and cleaning.**

Agree

Yes

**Tell us how you will do this**

Volunteers and members attending the Research Room are advised if they are not feeling well to not attend.

Ensure Volunteers are up to date on latest Covid safety requirements before commencing first shift.

**Display conditions of entry including requirements to stay away if unwell, COVID-19 vaccination and record keeping.**

Agree

Yes

**Tell us how you will do this**

Conditions of entry requirements on display at entry to Research Room in addition to information on website and social media

**Take reasonable steps to ensure all people aged 16 and over on the premises are fully vaccinated or have a medical exemption (including staff, volunteers and visitors). For example, ensure posters outlining vaccination requirements are clearly visible, check vaccination status upon entry and only accept valid forms of evidence of vaccination, train staff on ways to check proof of COVID-19 vaccination status, remind customers of vaccination requirements in marketing materials. Guidance for businesses is available at: <https://www.nsw.gov.au/covid-19/businesses-and-employment/covid-safe-business/vaccination-compliance-for-businesses>**

Agree

Yes

### **Tell us how you will do this**

All Volunteers, members and visitors attending the Research Room are required to check in and display proof of vaccination when entering the Library/Museum complex during Library Business hours.

Outside Library business hours a member of CAFHS Committee will be designated to oversee check in and vaccination upon entry.

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## **Physical distancing**

**Capacity must not exceed 1 person per 2 square metres of space of the premises.**

Agree

Yes

### **Tell us how you will do this**

Limit of 2 visitors in addition to Volunteers.

Visitors are to remain outside the Research Room.

Volunteers are to be aware of numbers and advise visitors of restrictions.

**Ensure 1.5m physical distancing where possible, including:**

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

### **Tell us how you will do this**

Ensure seating outside Research Room restricted to 2 visitors.

Volunteers inside research Room to sit at separate desks 1.5 metres apart

**Avoid congestion of people in specific areas where possible.**

Agree

Yes

**Tell us how you will do this**

Volunteers are to be aware of numbers and advise visitors of restrictions.

**Have strategies in place to manage gatherings that may occur immediately outside the premises.**

Agree

Yes

**Tell us how you will do this**

Volunteers are to be aware of numbers and advise visitors of restrictions.

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## Ventilation

**Review the 'COVID-19 guidance on ventilation' available at <https://www.nsw.gov.au/covid-19/getting-back-to-work-a-covid-safe-way/ventilation-guidance> and consider which measures are relevant to your premises before completing this COVID-19 Safety Plan.**

Agree

Yes

**Tell us how you will do this**

Ensure Air Conditioning provided in Research Room and Galleria is operational.  
Ensure front glass doors are opened fully while open.

**Use outdoor settings wherever possible.**

Agree

Yes

**Tell us how you will do this**

Not applicable

**In indoor areas, increase natural ventilation by opening windows and doors where possible.**

**Agree**

Yes

**Tell us how you will do this**

Ensure front glass doors are opened fully while open.  
No internal windows.

**In indoor areas, increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).**

**Agree**

Yes

**Tell us how you will do this**

Ensure Air Conditioning provided in Research Room and Galleria is operational and turned on.

**Ensure mechanical ventilation systems are regularly maintained to optimise performance (for example through regular filter cleaning or filter changes).**

**Agree**

Yes

**Tell us how you will do this**

Ensure Air Conditioning provided in Research Room and Galleria is operational.

**Consider consulting relevant experts such as building owners or facility managers, ventilation engineers and industrial or occupational hygienists to optimise indoor ventilation.**

**Agree**

Yes

**Tell us how you will do this**

Building Maintenance provided by Camden Council.

## **Hygiene and cleaning**

**Face masks must be worn by staff and customers in indoor areas, unless exempt.**

**Agree**

Yes

**Tell us how you will do this**

All Volunteers, Members and Visitors are aware facial masks must be worn at all times while within the Library/Museum Complex

**Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.**

**Agree**

Yes

**Tell us how you will do this**

Good hand hygiene practices adopted with signage, supplies of sanitiser and soap provided. Signage displayed throughout library and Galleria.  
Hand sanitiser provided at Research Room Entry.  
Washroom facilities in Library.

**Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.**

**Agree**

Yes

**Tell us how you will do this**

Bathrooms in both Library and Camden Museum adequately stocked for volunteers and visitors. Library Staff maintain toilet/washroom in Library

**Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.**

Agree

Yes

**Tell us how you will do this**

Volunteers to use wipes and sanitiser for frequently touched areas and surfaces  
All hard contact surfaces cleaned at end of each shift.  
Disposable single use gloves are available for use.

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## Record keeping

**Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, volunteers and visitors.**

Agree

Yes

**Tell us how you will do this**

During Library business hours (9-5) Council Security will ensure all Volunteers, Members and Visitors check in electronically using either the Library/Museum complex QR Code or alternatively have the Security person register every attendee using the ServiceNSW Webform online to register Name Contact Number and entry time for those unable to use the QR Code. After Business hours a member of CAFHS Committee will be designated to perform this task at the front door.

**Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.**

Agree

Yes

**Tell us how you will do this**

During Library business hours (9-5) Council Security will ensure all Volunteers, Members and Visitors check in electronically using either the Library/Museum complex QR Code or

alternatively have the Security person register every attendee using the ServiceNSW Webform online to register Name Contact Number and entry time for those unable to use the QR Code. After Business hours a member of CAFHS Committee will be designated to perform this task at the front door.

**If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, volunteers and visitors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within four hours, upon request from an authorised officer.**

Agree

Yes

**Tell us how you will do this**

A paper visitors register will be maintained for use in extenuating circumstances.

**Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable, including any play centres. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.**

Agree

Yes

**Tell us how you will do this**

Not applicable

**I agree to keep a copy of this COVID-19 Safety Plan at the business premises**

Yes