

Response to COVID-19 Addendum to Conditions of Hire of Library Spaces

In response to COVID-19, each hirer is required to implement the NSW Government COVID-19 Safety Plan, which will assist in stopping the spread of the virus. Woollahra Libraries has implemented additional cleaning and other measures, however hirers will be required to undertake the following actions as part of the conditions of hiring the venue.

The following is required to be implemented in response to COVID-19:

Woollahra Libraries will:

- Undertake cleaning each evening after hire including sanitising touch points.
- Ensure venues are stocked with hand soap and paper towels.
- Provide visual aids to support effective hand washing.
- Provide signage displaying the maximum number of people allowed in the venue and in each room, calculated on the government recommendations.
- Sight the Hirer's COVID-19 Safety Plan prior to hire.
- Provide a QR code for attendees to sign-in via the Service NSW app or offer alternative methods provided by Service NSW to those without an appropriate device.

The Hirer will:

- Not allow any food to be consumed in the venue.
- In accordance with Part 2 – Clause 5 3b of the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 3) 2020 [NSW] develop a [COVID-19 Safety Plan](#) and have it available during hire for inspection by an authorised person.
- Comply with their COVID-19 Safety Plan and the Woollahra Libraries' COVID-19 Safety Plan.
- Exclude staff, volunteers, participants and visitors who are unwell.
- Ensure signage provided at the venue is not removed or changed in any way.
- Not exceed the government recommended numbers for your type of activity/booking.
- Ensure the maximum number of people displayed for the venue and in each room at the premises is not exceeded.
- Ensure that all seating or standing arrangements of participants and presenters will be physically distanced at 1.5 metres.
- Reduce crowding wherever possible and promote physical distancing requirements.
- Have strategies in place to manage gatherings that may occur immediately outside the premises.
- Adopt good hand hygiene practices.
- Where practical, hirers are encouraged to open doors to maximise fresh air flow.
- Reduce sharing of equipment (including hire equipment) where practical.

- Encourage contactless payment options if participants are charged a fee.
- Keep a record of entry time, name and a mobile number or email address for all staff, volunteers, participants, visitors and contractors involved in the hire activity for a period of at least 28 days. The use of QR codes for record keeping is strongly recommended and may be mandatory for your activity. It is the hirer's responsibility to keep abreast of their legal requirements regarding record keeping.
- Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.
- Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.
- Advise NSW Health and Council of any positive case of COVID-19 in a participant attending the venue.

Acceptance

The hirer must accept these conditions prior to commencement of hire, to do this please send an email to libraryspaces@woollahra.nsw.gov.au stating

"I have read, understand and accept the additional Conditions of Hire in response to COVID-19 "