

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

Below are Woollahra Libraries' and hirers' shared responsibilities 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.
- 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.
- Comply with 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.
- 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.
- Reduce sharing of equipment (including hire equipment) where practical.
- Encourage contactless payment options if participants are charged a fee.
- Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at the venue.
- Advise NSW Health and Woollahra Libraries 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 "