



## Toy library COVID safe plan template

<b>Toy Library</b>	Cockburn Toy Library
<b>Document version</b>	Date: 6 February 2022 – applicable to Step 4/5
<b>Person preparing the plan</b>	Renae Barker, President
<b>Date approved by committee</b>	6 February 2022

Note: your COVID safe plan should be reviewed when state or federal guidance changes

### Physical distancing plan

See appendix 2

### Capacity of the whole toy library

Total area of the toy library (Coolbellup)	55.62m <sup>2</sup>
Calculated maximum number of people in the toy library with 2m <sup>2</sup> per person	27 people
Maximum number of staff and volunteers in the toy library at any one time	3 - 4
Maximum number of members (including children) in the toy library at any one time	10 - 15

Total area of the toy library (Atwell)	Pending
Calculated maximum number of people in the toy library with 2m <sup>2</sup> per person	10
Maximum number of staff and volunteers in the toy library at any one time	2 – 3
Maximum number of members (including children) in the toy library at any one time	15

### Capacity of individual rooms

Calculate the maximum number of people in each room of your toy library

Baby, Games and Toddler Room (CTL-C)	15.03m <sup>2</sup> = 7 people
Main room (CTL-C)	33.55m <sup>2</sup> = 16 people
Shed (CTL-C)	7.04m <sup>2</sup> = 3 person
Main room (CTL-A)	Pending

### Measures to be put in place to manage the number of people in the toy library

Queuing system – no more than 15 members (including children) permitted in the toy library at any one time

No more than 4 volunteers at any one time

Members advised to keep a close eye on children and be mindful that they count in the overall numbers

Volunteers permitted to bring children and provide with a safe play space in the outside area.

Guidance on toy cleaning provided to all members via email and available on our webpage

All people attending the toy library required to check in using safeWA or Service WA app, wear as mask at all times (including outdoor areas), sanitise their hands on entry and maintain a 1.5m distance where possible.

Volunteers with a medical exemption from wearing masks asked to provide a copy to the Roster Coordinator

### Measures to be put in place to maintain 1.5m between people

Signage reminding people to keep 1.5 m apart

Volunteers to direct movement of people in the toy library

### How we will communicate physical distancing measures (e.g. signage, marks on floor)

Signage reminding people to keep 1.5 m apart

Back doors to outside areas left open while volunteers working in the toy library

Information emailed to members and available on our web page

## Health, hygiene and facilities

See the COVID-19 Good Hygiene Checklist for more information

[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)

### Health and hygiene measures to be put in place

- Hand sanitizer to be used on arrival
- Members to be asked not to attend if they are unwell or have any cold or flu like symptoms
- Members asked not to attend if they have been to a COVID exposure site and have not yet received a negative test result.
- Regular wipe down of frequently used surfaces
- Members advised that any toys mouthed by their children must be borrowed and cleaned by them as part of their regular allocation (6 toy borrowing limit)
- Cleaning table available for returning toys.
- All members asked if toys have been cleaned when returning toys

### Location and contents of hand washing and sanitising stations

- Hand sanitizer available at all entrances for members
- Hand sanitizer available on inside desk for volunteers
- Handwashing available in bathroom off Meerilinga entrance foyer (to be used by volunteers)
- Handwashing available in outside sink near back door of toy library (for volunteers)

### Measures to be put in place to encourage good hygiene in the toy library

- All members and volunteers asked to sanitize hands on arrival
- Volunteers to sanitize hands after touching returned toys.
- Signage about hygiene around toy library
- PPE available should volunteers wish to use it.

### Process to regularly monitor and review the implementation of hygiene measures to ensure they are being followed and remain effective.

- Volunteers to be monitored and overseen by Volunteer Coordinator
- Regular updates to members via email and social media and webpage

## Toy quarantining and cleaning

See with [Toy Libraries Australia's Pandemic Policy](#) for more information

### **Our policy on toy quarantining during the current step**

N/A

### **How we will implement our toy quarantining policy**

### **Our policy on cleaning general toys**

Members to be asked to clean toys prior to return to toy library and to confirm verbally on return.

Toy cleaning station to be provided for members unable to clean toys at home.

Information on cleaning toys available on our webpage

Toys played with or mouthed during borrowing session to be cleaned in toy library or borrowed to be cleaned at home.

### **Our policy on cleaning toys exposed to COVID-19 or unknown respiratory illnesses**

Members asked to advise if toys have been exposed to COVID-19 and to indicate estimated date of exposure. Toys exposed to only be returned 14 days after date of last exposure.

Member to confirm verbally that the toys have been cleaned prior to return.

No late fee to be charged for returned toys.

Alert placed on member's profile on date of COVID exposure.

## Toy library cleaning

See the COVID-19 How to Clean and Disinfect your Workplace Guide

[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)

### Routine cleaning details for frequently touched items

Item	When to be cleaned	Cleaning method
Door handle	Before and after each session	Anti-bacterial spray
Desk and stationary	Before and after each session	Anti-bacterial spray

### Routine cleaning details for infrequently touched items

Item	When to be cleaned	Cleaning method
Floors	Toy librarian – end of session	Vacuum

### Our process to regularly monitor and review the implementation of hygiene toy library cleaning to ensure they are being followed

Regular review by committee

Regular communication with Meerilinga re cleaning process

## Membership policies

### What will our membership policies be during this step in the reopening

Late fees	N/A
Borrowing lengths	2 weeks
Number of toys borrowed	6
Membership renewals	As normal
Volunteering requirements	Yes – non-volunteering option available
Other	Membership fees to be paid electronic transfer or square only – no cash payments  Transition option available for those wishing to move to non-volunteering membership.

## Appendix 2: Physical distancing checklist

This checklist will assist you to implement physical distancing measures at your toy library. Don't forget to also check the Safe Work Australia COVID-19 [website](#) for additional resources.

### One person per 4 square metres (4m<sup>2</sup>)

Calculate the number of people you can have in the toy library at any one time.

- Do a walk through of your toy library with a tape measure and write down the dimensions of all enclosed spaces.
- Calculate the area of each enclosed space by multiplying the length of the space by its width in metres.
- Divide the calculated area by 4. The result is the total number of people (including children) you can have in a space to allow for at least 4m<sup>2</sup> of space per person.

*For example: Length = 5 metres, Width = 10 metres Area in square metres: 5 x 10 = 50.  
Maximum number of people: 50 ÷ 4 = 12.5. Round it down to 12.*

Is it reasonably practicable for you to provide 4 m<sup>2</sup> of space per person?

- Consider how many people are usually present in the enclosed area at any one time. Is this more or less than the number you calculated above?
- If the calculated number is less than the number of people usually in the space, can you reduce the number of people in the enclosed space by:
  - reducing the number of work tasks in the enclosed space (e.g. count toys outside of opening hours)
  - restricting access to the enclosed space to essential workers
  - staggering entry of members into the library.
  - reducing the length of visits by asking members not to bring children to the toy library
  - only letting one person per family into the toy library (whenever possible)

What if it is not reasonably practicable to provide 4m<sup>2</sup> of space per person?

- Can you still implement measures that increase the square meterage each person has?
- Implement other control measures to reduce exposure to COVID-19 (e.g. 1.5m physical distance between each person).



## Appendix 2: Physical distancing checklist

### How to implement measures to achieve 1.5m distance between each person

Identify all the situations, tasks and processes where staff, volunteers and members interact closely with each other.

- What tasks require staff/volunteers to be close to each other?
- What are the situations where staff and volunteers interact closely with members?  
*For example: Members at the check out or toy return.*
- Does the layout of the toy library, including entry and exits, require people to be close to each other?  
*For example: Toy shelving close to each other, office desks next to each other*

Identify the situations, tasks and processes where it is reasonably practicable for people and others to keep 1.5m away from each other.

- Can you change the layout of your toy library?  
*For example: Can you move workstations and shelves further apart? Can you restrict member movement to a particular part of the toy library? Remember, 1.5m distancing includes both side to side and back to back.*
- Can you modify the way people interact with each other?  
*For example: Can put in physical barriers that minimise contact between staff/volunteers and others (e.g. Perspex shield)? Is there a way to manage doorways more effectively to avoid congestion? (e.g. one door marked for entry only, the other for exits, or keeping some entrance doors open, if safe to do so).*
- Can you modify the use of toy library facilities?  
*For example: Can you reduce the number of people at the toy library at a given time by staggering visits.*
- Can you stop timing consuming processes from happening in the toy library?  
*For example: Can you only accept new members via online registration and payment?*
- Identify and address, so far as reasonably practicable, any other risks that may arise if people are required to practice physical distancing.

### Put in place measures to communicate and remind workers of the need to practice physical distancing

- Put signs around the toy library and create wall or floor markings to identify 1.5m distance. Your staff and volunteers could wear a badge as a visual reminder to themselves and each other.
- Provide physical distancing markers on the floor in areas where members line up.

### Close contact work tasks

Toy libraries should not have any tasks that require close contact (within 1.5m of others). Redesign all tasks so close contact does not occur.

**Have you consulted with staff, volunteers and relevant health and safety representatives (as applicable) on implementing physical distancing measures? You have a duty to consult with staff and volunteers when they are likely to be or are directly affected by a situation involving their health and safety.**

