

Yarra Ranges Community Toy Library Open Session COVID Safe Plan November 2020

Toy Library	Yarra Ranges Community Toy Library: Mt Evelyn Site
Document version	Version 1.1
Person preparing the plan	Maddy Wyatt
Date approved by committee	20 November 2020

Note: This COVID Safe Plan will be reviewed when DHHS Victoria or federal guidance changes

Physical distancing plan

Capacity of the whole toy library

Total area of the Toy Library	Approximately 44.9m ² Main room = 35m ² Reserve room = 9.9m ² Hall foyer = 16m ²
Calculated maximum number of people in the Toy Library with 4m ² per person	12 however due to building setup this will be restricted to no more than 10 people at any one time.
Maximum number of staff and volunteers in the Toy Library at any one time	2 in the building and 1 coordinator outside, during an open session when members are in attendance



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Maximum number of members in the Toy Library at any one time	Maximum of 10 members permitted at any one time. 1 adult per household with no children permitted at this time.
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Capacity of individual rooms

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

Hall Foyer	16m ² = 4people
Toy Library	44.9m ² = 8 people, however this will be limited to 6

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

The Toy Library will be open for sessions of 2-hour duration in which members may attend. This session time may be extended depending on demand. Members will be required to book online and can nominate an arrival time to ensure the Toy Library can operate and limit numbers. A tally of members will be kept to ensure that we do not exceed 12 people within the space. Once the maximum density limit has been reached additional members will not be permitted to enter and will be requested to queue outside the library (practising physical distancing) until a member exits the library. Physical distancing will be encouraged through signage and will be communicated by the Duty Coordinator.

Members entering the Toy Library will be limited to one adult family member per household for borrowing or returning toys. Children will not be permitted to enter the Toy Library at this time.

One staff member will be in charge of the members entering and exiting the library and ensuring COVID safe guidelines are adhered to.

Hall toilet facilities will be closed and members and volunteers to use nearby public facilities if required.



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

Physical distancing signage will be placed at the Toy Library entrance and in several locations throughout the library. Markers indicating the distance of 1.5m will be placed on the ground outside the library at 1.5m intervals to assist members maintain physical distancing of 4sqm, if queuing to enter the library. Signage/markers will also be placed on the floor inside the hall and library to assist members maintain physical distance when queuing for check in or check out. To eliminate congestion members will be required to book their arrival time and counting of returns will not take place.

There will be two desks set up to ensure one point of contact for arrival and a separate desk for each out to ensure the flow of members can be managed.

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

Physical distance signage will be placed at the entrance and throughout the Toy Library.

Communication of the measures adopted and the COVID Safe Plan developed by the Toy Library will also be communicated to members as part of the general information given to members about our reopening conditions. This will be communicated via direct email to members as well as through social media.

One staff member will be in charge of the members entering and exiting the library and ensuring COVID safe guidelines are adhered to.

Measures to be put in place to identify the people who attend the toy library



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Primary tracing - All committee members, volunteers and other visitors (eg. new members etc) are required to register attendance each time they attend the library by signing the Covid-19 Contact Tracing Register (see attachment 1).

Members entering the Toy Library will be limited to one adult family member per household for borrowing or returning toys. Children will not be allowed to enter the Toy Library at this time.

Secondary tracing - Members planning to attend a session to return and/or borrow toys will be required to book their intended arrival time and any toys being borrowed or returned will be recorded via SETLS.

Members attending the Toy Library to return toys will be required to complete a declaration confirming that they have cleaned their borrowed toys to the specified standards.

Members not returning or borrowing toys (eg. potential new members) will be required to sign the Contract Tracing Register.

All information collected will be kept secure and confidential and in line with the Victorian Information Privacy Principles. Both the Toy Cleaning declaration and the Contract Tracing Report will be kept by the library for a period of 28 days prior to being securely destroyed.

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

Health and hygiene measures to be put in place



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Members and volunteers will be advised not to attend the library if they are unwell or have a cold or flu like symptoms. All staff, member volunteers, committee, and other visitors will be required to confirm that they do not unwell or or have a cold or flu like symptoms when registering their attendance.

The Entry doors to the Hall and the Toy Library will be left open to minimise touching of these surfaces.

Hand Sanitizer will be available on entry to the hall and ALL people entering the hall will be requested to use on entry. Hand Sanitizer will also be available at both the return and borrow desks.

All toys, bags and tubs returned to the toy library must be cleaned with a neutral detergent by hand or in a dishwasher on a hot wash and dried before they are placed back into circulation. Members will be requested to conduct this cleaning prior to returning the toys to the library. Members returning toys will be requested to 1) verbally confirm and 2) sign a declaration confirming that they have cleaned their returned toys and the bag/tub, to the required cleaning standards.

If the member advises that they have not cleaned their toys, they will be asked to re-borrow toys and ensure they are cleaned and dried properly prior to returning.

Pens will be cleaned with disinfectant wipes and hand sanitiser encouraged following completion of the declaration form and COVID contract tracing register.

High contact surfaces in the library such as door handles, light switches, desk, chairs and laptops will be wiped down at the beginning and end of each session.

Location and contents of hand washing and sanitizing stations

Hand Sanitizer will be placed in the Hall Entry/Exit doorway and ALL people entering the library requested to use upon entry.

Hand sanitizer will be available for staff and member volunteers at both the borrow and returns desk during a session.

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

All staff, committee, volunteers, members and visitors requested to sanitize hands on arrival.
Extra cleaning – wipe down of high touch surfaces at the beginning of each session.
Signage to encourage minimal touching where practical.

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

Session cleaning register (see Appendix 2) to be maintained confirming wiping down of high touch surfaces prior to the commencement of each session.

Toy cleaning

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

Our policy on cleaning general toys

Members will be required to clean their borrowed toys including the toy container (ie. bags or tubs) with a neutral detergent by hand on a hot wash or dishwasher and dried before returning their toys to the library. Members returning toys will be requested to sign a declaration confirming that they have cleaned their returned toys including the bag/tub to the specified standard.

Paper-based materials, such as puzzles and games, are not considered a high risk for transmission and members will not be required to undertake additional cleaning or disinfection procedures on these surfaces. Game tokens, other plastic surfaces and the bags jigsaws/games are contained in will however, be required to be cleaned with a neutral detergent.

Detailed cleaning instructions will be provided to all members via direct email and social media as well as handouts in the library.



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Note the library will not be loaning Party Pack at the current time. Once a decision is made to loan Party Packs an addendum will be made to this document.

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

Members who have been exposed to COVID-19 will be requested not to return toys until 7 days after they have tested negative to the COVID-19 virus. Members will be encouraged to re-borrow toys to allow for up to 30-60 days before reentering the Toy Library. All toys must be cleaned in line with the toy cleaning policy and members will be required to complete a declaration.

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

Routine cleaning details for frequently touched items

Item	When to be cleaned	Cleaning method
Door handles & light switches	Before and after each session	Wiped with a separate single-use over the counter 70% alcohol based anti-bacterial wipe.
Desk surfaces, drawer handles etc	Before and after each session	
Laptops used by volunteers	Before and after each session	

Toilet	Not in use	
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Routine cleaning details for infrequently touched items

Item	When to be cleaned	Cleaning method
Floors	Weekly	Sweep/Vacuum
Library Shelving	Weekly	Wipe over with a damp cloth soaked with a neutral detergent

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

Session cleaning register (see Appendix 2) to be maintained confirming wiping down of high touch surfaces prior to the commencement of each session

Membership policies

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

Late fees	Late fees will not be charged during this time
Borrowing lengths	Will resume to normal borrowing periods typically 3 weeks with option to renew
Number of toys borrowed	In line with membership quota
Membership renewals	Memberships will now be due at the end of their membership period which included a 9 month COVID extension. New members can join but membership fee payments may only be made electronically (no cash).



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Volunteering requirements	Volunteers will be called on to assist where possible when they can attend without any children with heavy reliance on committee members. Volunteers will need to sign a copy of the COVID Safe Plan to confirm they have read and understood the procedures in place to ensure the health and wellbeing of all members.
Payments	No cash payments will be accepted at the Library. Members will have the option of paying fees via PayPal or Direct Debit
Counting of Toy Pieces	To significantly reduce the possibility of queuing at the check in or check out desk toys pieces will not be counted. Members returning toys will be asked to declare pieces have been counted and advise of any missing or broken parts. Missing pieces will be recorded and members charged as per our membership policy. Toys not suitable for reborrow will be placed aside for maintenance. Members borrowing toys will be required to count toy pieces at home and email the Toy Library within 24 hours of borrowing, of any missing piece/s. If the library is not advised, the piece will be deemed lost by the member and fines applied. Toys pieces will not be counted during the check in process.
Other	

Appendix 1

Covid-19 contact tracing register

PLEASE SIGN UPON ENTRY

Please see our team if you would prefer to provide your details in person

Signing this form acknowledges that:

- You do not have any symptoms associated with COVID-19 (e.g. *fever, cough, sore throat, shortness of breath, sneezing/runny nose or loss of sense of smell*)
- You do not have COVID-19 nor are you awaiting the results from being tested for COVID-19
- You have not been in contact with any known or suspected cases of COVID-19 in the past 14 days
- You have not returned, or been in contact with anyone else who has returned, from overseas in the past 14 days

Date	Name	Mobile	Signature
/ /2020			
/ /2020			



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[illegible]

Appendix 2

Session cleaning register

High Touch Area Cleaning to be completed prior to every session and completion acknowledged by session manager

Date	Following surfaces have been cleaned		Signature
/ /2020	<ul style="list-style-type: none"> - light switches - door/drawer handles - checkin/out surface 	<ul style="list-style-type: none"> - laptops - floor vacuumed (weekly) 	
/ /2020	<ul style="list-style-type: none"> - light switches - door/drawer handles - checkin/out surface 	<ul style="list-style-type: none"> - laptops - floor vacuumed (weekly) 	
/ /2020	<ul style="list-style-type: none"> - light switches - door/drawer handles - checkin/out surface 	<ul style="list-style-type: none"> - laptops - floor vacuumed (weekly) 	
/ /2020	<ul style="list-style-type: none"> - light switches - door/drawer handles - checkin/out surface 	<ul style="list-style-type: none"> - laptops - floor vacuumed (weekly) 	



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Appendix 3

Declaration of toy cleaning responsibilities

PLEASE SIGN UPON RETURN OF TOYS AND RESOURCES

Signing this form acknowledges that:

- I have read and understand my responsibilities to return all toys borrowed in line with the COVID Safe Toy Cleaning Protocols set out in the COVID Safe Plan.
- All toys have been cleaned and packaging has been cleaned with a neutral cleaning product by either hand or dishwasher and dried according to the COVID Safe Toy Cleaning Protocols.

.....
Toy serial number

.....
Full Name

.....
Date