



Townsville Toy Library COVID safe plan

Toy Library	Townsville Toy Library
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Index of contents

Townsville Toy Library COVID safe plan	0
Index of contents	0
Physical distancing plan	1
Capacity of the whole toy library	1
Capacity of individual rooms	1
Measures to be put in place to manage the number of people in the toy library	1
Measures to be put in place to maintain 1.5m between people	1
How we will communicate physical distancing measures	2
Health, hygiene and facilities	2
Health and hygiene measures to be put in place	2
Location and contents of hand washing and sanitising stations	2
Measures to be put in place to encourage good hygiene in the toy library	2
Process to regularly monitor and review the implementation of hygiene measures to ensure they are being followed and remain effective.	3
Toy quarantining and cleaning	3
Our policy on toy quarantining during the current step	3
How we will implement our toy quarantining policy	3
Our policy on cleaning general toys	3
Our policy on cleaning toys exposed to COVID-19 or unknown respiratory illnesses	3
Toy library cleaning	4
Routine cleaning details for frequently touched items	4
Routine cleaning details for infrequently touched items	4
Our process to regularly monitor and review the implementation of hygiene toy library cleaning to ensure they are being followed	5
Membership policies	5
What will our membership policies be during this step in the reopening	5



Physical distancing plan

Capacity of the whole toy library

Total area of the toy library	150 sqm
Calculated maximum number of people in the toy library with 4m ² per person	37
Maximum number of staff and volunteers in the toy library at any one time	5
Maximum number of members (including children) in the toy library at any one time Note: this is the minimum of 10 and your calculated maximum number of people less the number of staff and volunteers	10

Capacity of individual rooms

Returns Room	2
Main Toy Room	10
Undercover courtyard area	10
Emily's Toy Room	1

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

Post signs on entrances advising members of restriction
Have a volunteer monitoring the entrance for numbers and social distancing
Request members to keep children at home if possible

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

Place duct tape markers on pavement to indicate social distancing.
Place cones/markers outside gate along path to encourage social distancing (to be removed at the end of session and placed back out at next session)



How we will communicate physical distancing measures

Signage on doors and windows inside and outside library
Marks on the floor
Promotion on social media and newsletter to members during all communications over coming weeks

Health, hygiene and facilities

Health and hygiene measures to be put in place

- *All volunteers to wash hands upon arrival
- *Hand washing procedure posters in bathrooms and kitchen
- *Hand sanitiser at each borrowing station, returns desks, and one near front gate
- *Returns room ledges, desks to be sanitised at the end of each open session
- *Wipe over door handles, switches at the end of each session
- *Wipe over keyboards, ipads at beginning and end of session
- *Stay 1.5m apart and avoid physical contact

Location and contents of hand washing and sanitising stations

Sanitising Stations

- *Every returns desk/window
- *Every borrowing station
- *Front gate

Hand washing stations

- *Childrens bathroom
- *Kitchen
- *Adult bathroom (art room)

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

- *Social distancing markers and posters
- *Handwashing procedure posters at handwashing stations
- *All volunteers to wash/sanitise on arrival, regularly through shift and as exiting.



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

*Lead to report to committee with feedback at the end of each session for how measures have been following or any issues that arise.
*Lead or any volunteer to report any urgent issues directly to Erin (President) via phone immediately

Toy quarantining and cleaning

Our policy on toy quarantining during the current step

If a toy needs to be placed into quarantine we request they are not returned to the library but kept by the member for a minimum of 14 days after the illness has finished.
If a toy is returned and needs to go into quarantine, it will be placed inside a sealed tub. A volunteer will use appropriate cleaning processes and protective equipment at a later date to clean the toy before it is returned to the shelf.

How we will implement our toy quarantining policy

Toys placed in quarantine will be in a sealed tub.
After a minimum of 5 days they will then be removed for cleaning before being returned to the shelf.

Our policy on cleaning general toys

All toys to be cleaned by member upon return
Toys also cleaned and stocktaked upon return by volunteers.
As we are opening for returns only for 2 weeks all toys will be thoroughly cleaned and undergo a period of quarantine within the library.

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

All toys exposed to COVID-19 or unknown respiratory illnesses are to be kept with members and not returned to the library until a minimum of 14 days has passed after the illness. Member account to have a note added and overdue fees removed.

Toy library cleaning

Routine cleaning details for frequently touched items

Item	When to be cleaned	Cleaning method
Door handle	Before and after each session	Sanitising Spray
Returns room tables	Before and after each session	Sanitising Spray
Returns room window ledges	Before and after each session	Sanitising Spray
Returns room desks and surfaces	Before and after each session	Sanitising Spray
Front gate	Before and after each session	Sanitising Spray
Switches and fan controls	Before and after each session	Sanitising Spray
Handwash stations	After each session	Sanitising Spray
Bathrooms including toilets	After each session	Sanitising Spray
All hard surfaces in main toy room	After each session	Sanitising Spray

Routine cleaning details for infrequently touched items

Item	When to be cleaned	Cleaning method
Carpet	After each session	Vacuum
Hard floors	After each session	Mop
Windows	Once a month	Sanitising spray



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

- *Lead to ensure all cleaning processes completed before, during and the end of each open session.
- *Lead to report to committee with feedback at the end of each session for how measures have been following or any issues that arise.
- *Lead or any volunteer to report any urgent issues directly to Erin (President) via phone immediately

Membership policies

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

Late fees	Normal late fees apply, exceptional circumstances are discussed with the committee on a case by case basis.
Borrowing lengths	1 month
Number of toys borrowed	8
Membership renewals	All memberships have been extended by 90 days
Volunteering requirements	If volunteers are not comfortable then they are not required to volunteer until things are back to normal
Other	