



## Townsville Toy Library COVID safe plan

|                            |                         |
|----------------------------|-------------------------|
| Toy Library                | Townsville Toy Library  |
| Document version           | Version 2               |
| Person preparing the plan  | Erin Kiernan, President |
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## **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 <sup>2</sup> 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<br>Note: this is the minimum of 10 and your calculated maximum number of people less the number of staff and volunteers | 20      |

### **Capacity of individual rooms**

|  |    |
|--|----|
| Returns Room                           | 2  |
| Main Toy Room                          | 20 |
| Undercover courtyard area/outside area | 30 |
| 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 restricted numbers  
Have a volunteer monitoring the entrance for numbers and social distancing as well recording name and contact details, as well as arrival time and departure time for entering the library.  
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.  
Signage and asking people to distance themselves.



## 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                     |   |