

One World Centre Reopening Guidelines

Physical distancing

- Maintain at least 1.5 metres distance between people.
- 1 person only allowed in corridors at a time.
- Safe distancing marked out at service point.
- All relevant restrictions clearly posted on signs within the library.
- Ask people who are feeling unwell to stay away from the library.
- Limit the usage of the space to one person per 4 square metres.
- Total number of people within the library and office space is limited to 10 at any one time.

Safe handling of physical materials

- Wear gloves when handling returned items and moving them into quarantine. Remove them immediately afterwards.

Sanitising objects and surfaces

- Provide hand sanitiser and/or alcohol-based soap for staff and visitors.
- Clean and disinfect computer equipment between uses.
- Clean and disinfect hard, high-touch surfaces, such as desks, railings, doorknobs, faucets, light switches, at least once a day – more often if possible.

Quarantining and sanitising collections

- For paper-based products, leave books untouched in a dedicated quarantine area for a 24-hour period prior to handling and recirculating. Sanitising books with liquid disinfectants can damage books and is not recommended.
- Items cannot be re-issued to other patrons until the quarantine and relevant cleaning is complete.
- For DVDs or other materials with plastic covers, wipe them down with alcohol wipes.

These guidelines comply with Australian Libraries and Information Association's *Australian Libraries Responding to COVID-19 - Reopening Libraries*.

Are operational as of 11 July 2020.