



LIBRARIES TASMANIA Facility Hire Agreement COVID-19 Safety Checklist

Safely supporting the operation of our libraries and facilities

| | | |
|-----------------------|---|----------------------------------|
| CONTEXT | This checklist is to be completed by individuals/organisations seeking to hire Libraries Tasmania facilities. It details your responsibilities to implement safety measures to reduce the risk of COVID-19. Completion of this checklist is a condition of the hire agreement. | |
| HIRER NAME | | |
| DATE COMPLETED | | Number attending activity/event: |
| COMPLETED BY – HIRER | Name: | Position: |
| APPROVED BY – LIBRARY | Name of Library Manager (or delegate): | Signature: |

| Topic | Yes ✓ | No X | N/A X | Further actions needed to achieve task (if any) | Supporting Resources |
|---|--------------------------|--------------------------|--------------------------|--|---|
| 1. Activities will be conducted in accordance with public health directions and COVID safe behaviours including: <ul style="list-style-type: none"> - not exceeding our room capacity limits - maintaining physical distance of 1.5 meters - hand and respiratory hygiene - staying at home if sick - vaccination is encouraged for all visitors to the site | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <ul style="list-style-type: none"> • Tasmanian Government Coronavirus website • COVID-19 Safe Workplaces Framework (worksafe.tas.gov.au) • Libraries Tasmania COVID-19 Update page |
| 2. If food and drink is being provided, appropriate practices are in place to ensure this occurs safely. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 3. Activities will be conducted in accordance with WorkSafe Tasmania requirements. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |

| Topic | Yes ✓ | No X | N/A X | Further actions needed to achieve task (if any) | Supporting Resources |
|---|--------------------------|--------------------------|--------------------------|---|----------------------|
| 4. The hirer takes responsibility for managing participants to support Libraries Tasmania's continued implementation of Public Health guidelines to ensure our spaces remain as safe as possible for our clients and staff. This includes unvaccinated visitors to the site should only attend when necessary and limit the time spent on site. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 5. A plan is in place to manage participant and visitor access to and from the facilities, including restricting access to anyone displaying symptoms of COVID-19. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 6. A plan of action is in place to manage individual/groups that do not adhere to restrictions or guidelines. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 7. A plan is in place which details how unwell participants and/or a confirmed COVID-19 case will be managed, which includes: <ul style="list-style-type: none"> - immediately notifying Libraries Tasmania of any confirmed or suspected COVID-19 cases who have been on a Libraries Tasmania site - follow notification protocols for advising public health authorities. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |

Acknowledgement

I understand the library will — where necessary — undertake additional cleaning to ensure facilities are appropriately cleaned, and accept these associated additional costs, as outlined in the hire agreement.

Yes

No

The facility owner reserves the right to terminate the hire agreement at any time if the hirer does not comply with all requirements.

| | |
|-------------------------------------|--------------------|
| Name and signature of hirer: | Date signed |
|-------------------------------------|--------------------|