

MCTL COVID-Safe Plan

Toy Library	Melbourne Community Toy Library
Document version	Version 1.2
Usage	Returning to click and collect
Person preparing the plan	Bridey Lokhorst-Blight, Manager
Date approved by committee	17 August 2020 To be reviewed when state or federal guidance changes

Physical distancing plan

See PHYSICAL DISTANCING CHECKLIST

Capacity of the whole toy library

Total area of the toy library	70m ²
Calculated maximum number of people in the toy library with 4m ² per person	17
Maximum number of staff and volunteers in the toy library at any one time	1
Maximum number of members (including children) in the toy library at any one time	1 family group

Capacity of individual rooms

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

Main room	15
Bathroom	1
Kitchen	1

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

- borrowing by appointment only
- staggering entry of members into the library
- maximum length of visits to 10 minutes to allow disinfecting between 15 minute appointment spots
- only allow one person per family into the toy library (whenever possible)

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

- New memberships online
- Stagger visits by appointment (one family group at a time)
- Entry/exit doors
- Returns straight to quarantine table
- People need much larger spaces to move past each other. Check trip hazards, movement of people around library.
- Shelving as barriers. Depth of loans desk is sufficient
- Post signs and visual reminders about physical distancing.
- No volunteers on duty

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

- Display signage, marks on floor, written communication to members.
- Floor markings to indicate distance

Health, hygiene and facilities

See the SWA COVID-19 Good Hygiene Checklist

Health and hygiene measures to be put in place

- Staff to complete COVID hygiene training module online and familiarise themselves with "environmental-cleaning-and-disinfection-principles-for-covid-19.pdf"
- Provide hand soap, gloves, masks, alcohol-based sanitiser and sterilising solution (Milton) to wipe toys and surfaces
- Cleaning schedule and documentation – wipe door handles, pens, horizontal surfaces (tables), between members
- Clear expectations and guidelines provided to members with respect to returning toys clean
- Toy return "quarantine" arrangements see below.
- No cash receipts, online payments only

Location and contents of hand washing and sanitising stations

- Hand washing stations in bathroom and kitchen sinks. Posters displayed reminding people about how to wash hands thoroughly. Liquid castile soap provided for hand washing.
- Single use towels and disposal receptacle provided at each station.
- Hand sanitizer dispenser provided at entry. Personal sanitizer provided to staff members

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

- Government issued posters displayed reflecting health authority advice: reminding people about good hygiene including cough and sneeze, stay at home when you're unwell, how to wash hands thoroughly, how to hand sanitise, etc.
- Hand sanitizer provided at entrance.
- Request members to minimize handling of toys.

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

- Staff and committee meetings monthly, communication via whatsapp.
- Record "date last cleaned" for each area.
- Checklists including hygiene measures to be completed by staff before and after sessions.

Toy quarantining and cleaning

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

Our policy on toy quarantining during the current step

- ALL toy returns will be quarantined for 1 week before checking, cleaning if necessary, sanitising (dilute bleach solution) and returning toys to shelves.

How we will implement our toy quarantining policy

- Toys separated into sections by date returned (quarantine period end date recorded)
- Toy quarantine periods handled via Mibase collection management software.
- Staff will don PPE before checking, sanitising (dilute bleach solution) and returning toys to shelves.
- See documents:
 - "Processing toys from quarantine"
 - "Returns processing areas for social distancing"

Our policy on cleaning general toys

- Expectations have been/will be communicated to members around thorough cleaning of borrowed toys in line with TLA and health department advice.
- If a toy is visibly dirty after quarantine period, responsible member will be notified and toys will be cleaned by staff using protective measures.
- Members who do not comply will not be allowed to borrow again until further notice.

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

- If members have been unwell they will be asked to keep toys for 2 weeks after symptoms have disappeared.
- Any toy known to be exposed to respiratory illness will be clearly marked and kept separate.
- After the one week quarantine period, staff will practice personal hygiene/protection measures and thoroughly clean and sanitise the toy
- Refer MCTL epidemic/pandemic policy and procedure for more information

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	Between each member visit	Wipe with bleach solution
Light switches	Before and after each session	
Basin, taps; toilet flush button and seat	Before and after each session	
Kitchen sink	Before and after each session	
Kitchen bench	Before and after each session	
Desk/work area	Between each member visit	Detergent
Equipment used during session (keyboard, mouse, pens, scissors, laminator, etc)	Between each member visit	

Routine cleaning details for infrequently touched items

Item	When to be cleaned	Cleaning method
Toilet bowl	Weekly on Friday	Detergent
Wet area floors	Weekly on Monday	Wet mop with warm water and detergent
Hard floors in TL room	Fortnightly on Monday	Wet mop with warm water and detergent

TL room floor	Weekly on Tuesday	Vacuum
Shelves/cabinets	Weekly on Tuesday	Detergent
Windowsills	Fortnightly on Friday	Detergent

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

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| <ul style="list-style-type: none"> • Document date last cleaned on infrequently touched items/areas • Pre- and post-session checklists to include hygiene protocols. |
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Membership policies

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

Late fees	All borrowing extended until further notice.
Borrowing lengths	Usual length but see above.
Number of toys borrowed	Usual allotment
Membership renewals	Memberships extended by 6 weeks (or length of Stage 4 closure period). Review at September committee meeting.
Volunteering requirements	No requirement during 3 months' extension of membership. New membership structure does not require volunteering – members given option to switch.
Other	