

PLANNING

Our decision making is guided by government directives and information, industry guidelines and Council procedures.

We followed the timeline and phasing outlined in Queensland State Government's *Roadmap to Easing Restrictions* (Stage 1-3). We are now following Queensland's COVID Safe Future (Stage 4-Stage 6): The stepped approach has three key stages:

STAGE 4 from 1 October 2020 - (subject to results of COVID safe check point)

STAGE 5 from 17 November 2020 - (subject to results of COVID safe check point)

STAGE 6 from 1 December 2020 - (subject to results of COVID safe check point)

This plan also incorporates Queensland State Government's [*Current Restrictions for Queensland*](#).

For each stage we will develop a *COVID SAFE Business Plan* that will be displayed in each library and on the library website at moretonbay.qld.gov.au/libraries. This plan was updated 15 April 2021.

COMMUNICATIONS

We will keep our customers updated through the following channels:

- Library Website moretonbay.qld.gov.au/libraries.
- Library Catalogue library.moretonbay.qld.gov.au
- Library Facebook facebook.com/MBRC.libraries
- Library What's On subscribe at moretonbay.qld.gov.au/Libraries/News/Newsletter
- Library In-branch signage display

SOME SERVICES WILL BE LIMITED

- Customers are welcome to use the library collections and spaces for an unlimited timeframe following social distancing requirements and wearing a face mask when social distancing is not possible.
- The maximum number of people who can be in each library, is determined by the one person per 2 square metre rule.
- JP services are provided in libraries by the *JPs in the Community Program* dependent on their availability and capacity.
- Limited computers are available to facilitate social distancing.
- Library meeting rooms and Local History rooms are available during library opening hours. Kitchen facilities are now available, however you will need to bring your own utensils and catering supplies, including tea, coffee etc.
- In-Library events are being offered in line with the COVID safe checklist. Programs will continue to be offered online and outdoors (weather permitting).
- As directed in the [Restrictions on Businesses, Activities and Undertakings Direction](#) - contact information (name, phone number, email address, and the date and time period of your visit) of staff and guests entering our library facilities will be recorded. For convenient check in, Council is using the [Check in Qld](#) app. To download the app or for more information please visit [Check in Qld](#).

BORROWING

- Loan limits remain increased to 40 items
- Toy library is now available.
- The collection of reservations has returned to normal
- Mobile Library service is available
- Home Library service is available

SOCIAL DISTANCING, HYGIENE AND RISK MITIGATION MEASURES

Social distancing and hygiene are continuing conditions that will allow us to reopen and help keep everyone safe.

What you can do

- Comply with the current Queensland Government *Border restrictions Direction* restrictions on people entering Queensland from a COVID-19 hotspot
- Comply with Queensland Health recommendation to wear a face mask when social distancing is not possible
- Maintain a social distance of 1.5 metres
- Practice good hygiene - wash your hands regularly, cough and sneeze into your elbow
- Stay at home if you're sick
- Use cashless payment

What we are doing

- Displaying information to advise visitors to stay home if unwell
- Displaying signage promoting social distancing and hygiene
- Marking the floors to manage social distancing
- Increased cleaning, with priority on high contact areas such as counters, equipment and computers
- Provide customers and staff antibacterial wipes and hand sanitiser
- Installed screens where social distancing measures are less effective
- Rearranged furniture to facilitate social distancing
- Separate entry and exit points at each branch where possible
- Promoting cashless payment method