



COVID-19 update

The health and safety of staff and clients is our top priority

Monday 5 July 2021

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New COVID Safe rules for public-facing businesses

Recent changes mean that State Library and Anzac Square Memorial Galleries are no longer required to operate under a COVID Safe Site Plan. Instead, we must implement the new [COVID Safe Checklist for Restricted Businesses](#) and [COVID Safe Event Checklist](#).

The checklists outline the control measures necessary to keep staff and visitors safe, and will promote consistent practices between different sectors.

This means our COVID Safe Site Plan, COVID Safe Event Plan and COVID Safe Programming Plan are now replaced with the checklists and these accompanying documents:

- [State Library of Queensland – COVID-19 Risk Assessment](#)
- [State Library of Queensland – COVID-19 Capacities Tables \(Occupiable Spaces\)](#).

It is important that you review these documents to understand your responsibilities.

We are awaiting further advice from Queensland Health about how the COVID Safe Event Checklist applies to State Library and Anzac Square. We will provide more information to staff as soon as possible.

For now, here are some key things to note:

- The [State Library of Queensland – COVID-19 Risk Assessment](#) includes detailed information about how we manage the risks of COVID-19 to workplace health and safety. Much of this information is based on processes from our (now superseded) COVID Safe Site Plan.
- The capacities tables provide numbers for each space under different restriction levels. The current capacity limits **are one person per 4m² in indoor spaces and one person per 2m² in outdoor spaces**. Given the directives from Queensland Health are subject to change, always refer to the staff updates page to confirm the current permitted capacity limits.

- With thanks to the Facilities Operations and Design teams, the current permitted capacity is now displayed on new signage outside each room or space. These signs will be updated when restrictions ease.
- **Space capacities for our back of house work areas no longer apply** but for your health and safety, please continue to follow the capacity signs for meeting rooms, tea rooms and internal lifts. Note too that under the current restrictions, if you are unable to maintain 1.5m from others **you should wear a mask**. This includes situations where the permitted number of people are in a meeting room but the set-up of the space means you can't keep 1.5m apart.
- It is mandatory for **all staff and visitors** to State Library South Bank (including The Library Café Pop Up and Library Shop) and Anzac Square Memorial Galleries to check in using the **Check In Qld app**. You only need to check in once per day. Cairns and Cannon Hill staff continue to use Sine Pro.
- Events that are **ticketed with allocated seating** can proceed at 100% capacity. Masks are mandatory until 6pm Friday 16 July.

July staff briefing this Wednesday

It is essential that you wear a mask when you attend the staff briefing this week. You also need to [book a ticket](#) before you come. Please note tickets are not interchangeable between staff members — you need to have a seat booked in your own name.

The briefing will also be live-streamed and a recording made available.

Other reminders and information

Be vigilant about your health

Physical distancing and good hygiene are key.

If you have any symptoms, [get tested](#) and isolate until you receive your results. Keep checking the list of [active contact tracing alerts](#) and follow Queensland Health advice if you were in the any of the locations at the relevant times.

As recommended by the Chief Health Officer, staff who are 70 years and over and not fully vaccinated should be particularly vigilant about their wellbeing, and are encouraged to work from home at this time. Please discuss your circumstances with your People Leader.

If you have previously been classified as a **vulnerable employee** or believe that the current COVID-19 situation means a change in your circumstances, please have a discussion with your People Leader and provide the [vulnerable employee form](#) to your medical team for advice.

Face masks

[Face masks](#) are mandatory if you **are in** or **have been in** South East Queensland **since 1am 29 June 2021**. Masks must be worn at all times when you leave home and are required in all front of house spaces, and back of house if you are unable to maintain 1.5m from others.

Under the [directive](#), a face mask means a flat surgical mask, P2/N95 mask or a cloth mask with three layers that covers your nose and mouth (and does not include a face shield).

Contractor check-in

All contractors should sign in at OS1 (located near the Museum café) before coming to State Library, then use the Check In Qld app once they arrive onsite. We are not using Sine Pro for contractors until further notice. Contact [Facilities Operations](#) if you have any questions.

Thank you,
Vicki