LIANZA & PLNZ MEETUP

Date: 14 May 2020
Subject: Contact Tracing
Attending: 30 from public, tertiary libraries
Apologies: None

Welcome: Ana Pickering, LIANZA Executive Director
Karakia: Hilary Beaton, PLNZ Executive Director

Contact Tracing Principles
COVID19
https://covid19.govt.nz/assets/resources/posters/COVID-19-contact-tracing-info-A4.pdf
Contact tracing must collect information such as; full name, address, phone number, time in & out, signature, on a manual form. Information only shared with District Health Boards & Ministry of Health and destroyed after two months.

Approaches

Whangarei
Only letting in people with holds to pick up for first week, using the hold slip & registering the time they came in.

Auckland Libraries
A cross-Council consistent approach, not just libraries.
Mandatory, won't allow anyone in to the building if they refuse to give those details.
Will have posters up & someone at the door making sure process is followed.
Each child will have to have mandatory contact details filled in.
Online form, council is developing.
Scan QR code that takes them to the form, which auto fills in the facility address.
Only digital so that there is only one system across the region.
Not requiring a time out detail, encouraging people not to linger
Looking at how long people can use computers, want a limited number to be available for use.
Unsure what the demand is so don't want to add a time limit yet.
People may need longer if they are job seeking, especially for those who are unfamiliar with the systems.
People in libraries don't know each other, going to try space things at the 2m. Staff are 1m.

South Waikato

Will also be encouraging customers to stay in the building no more than 30 minutes. They will be signing out when they leave. We will be using the contact tracing app and manual too.

Our Health and Safety and the Property team made the decision to have 30 people in the building at any given time.

Will also install the contact tracing software on one of our front PC which will alert when the max number of people are in the building.

Whakatane

WDC's app is similar to Auckland's. Very basic info, name and contact phone plus agreeing to conditions of entry filled in on a tablet by a staff member.

WDC app also requires a checkout time. It is being used for contractors as well as customers.

In the first week at least we are operating a Click and Collect lending service rather than opening the doors as normal.

Puke Ariki

Staff from events team doing the contact tracing.

All information taken by one person as well.

Same system throughout all of Council.

Keeping records for two months, storing overnight in the library safe.

Waipa

We will have security on the door who will be managing the contact tracing. Those who don't wish to provide details are not permitted entry (library and Council).

Will be asking patrons to stay no longer than 20 minutes.

Ara Institute

Only registered students will be allowed into library. Each student will check themselves into and out of the LMS using barcodes on laminated cardboard, which will give individual deals and accurate timing.

Waitaki

Investigated using cellphones and people would text their details through.

But not everyone else cellphones so would require a manual system also.

Would require two messages, one when they arrive & one when they leave, so have decided to use manual system.

Closing the library at 3pm and not allowing children into the library.

Focus on returns after 3pm, not an easy decision.

Only open for essential electronic access - job applications, government sites etc.

Roaming staff to monitor this.

Start harsh & perhaps relax it a bit later.

Occupancy - control it as necessary. If gets too crowded will form a queue at the front with a one in one out system.

Westland

Member of staff at entrance way, single entrance & exit.

Direct people to hand sanitiser.

One staff member will take all the information.

Takes control of both privacy & hygiene.

Normally only have one staff member on the floor, this will require two so will have reduced hours.

Will be marking when people leave - it's a single doorway and member of staff can monitor this easily, it will also help with the calculation of max. number of people in the library.

Children under 10 must be accompanied anyway, older than that is fine provided we have contact info.

We will have a 15 min. time limit and cap on total number in the library for the first week so I think that will help 'manage' children and young adults.

Central Otago

Fully digital contact tracing, same system across Council.

Using system developed in Invercargill - Checkin-19.

https://checkin-19.com

Uses QR code - can be scanned or typed in.

Should remember their details for any other places they visit.

Also having a staff member available to enter those details in for people that may not be able to use digital.

System does ask for check in & check out and will be used for customers, staff & contractors.

System also collates how many people are in the building at any one time. Hopefully will be as simple as it appears.

Information is going directly to Ministry of Health, staff can't actually access information to help with the privacy concerns.

Have a very small space, physically walk around the building easily & see where people may crowd. Took out furniture & moved some shelves to create more space.

Dunedin Public Libraries

Dunedin City Council is using RIPPL app across all facilities.

https://www.paperkite.co.nz/rippl/

An alternative system for those who can't/won't download app is still being developed

If everything else is in place (contact tracing, good hygiene etc) can allow 1m in libraries.

Only opening ground & first floor, not the heritage section. Come up with the limit throughout the

building, will have to manage the passage through the building to ensure they aren't all on one floor at any one time.

Dunedin is going to promote a 30 minute time limit.   This is to help get people through as we are also having to limit numbers in the building to meet physical distancing requirements

Removing furniture, not allowing library computers to be used - only own devices

Emergencies

Health and safety advisor asked what other libraries are doing about how to manage situations where staff may need to apply emergency first aid- e.g. defibrillators. Staff would normally get quite close & stay with them until ambulance arrived. Thinking of having gloves & masks on site in case that scenario occurred. In the situation of emergency, put life first & help as much as is practical. Apply common sense.

Masks

Giving staff the option to wear masks, but they must provide their own.

Resources

ALGIM have a 'Contact Tracing – Tool Case Study, Privacy and Recordkeeping' webinar is today at 1:30pm. Register https://algim.org.nz/event-3837713

https://www.health.govt.nz/system/files/documents/pages/guidelines-hospitality-establishments-physical-distancing-gathering-size-limits-20mar20.pdf

Proposed to be used at Palmerston North https://covidregister.nz/?src=webfox

http://www.bellwether.co.nz/ - cameras that track numbers of people in any given space at any given time.