

Fort St. James Public Library Restart Plan

Updated March 10, 2021 – all updates dated and highlighted in yellow

On March 17, 2020, the Fort St. James Public Library closed the doors to the public temporarily, due to the COVID-19 pandemic. Now as we prepare for the phases in reopening, the staff and Board are relying on the recommendations and regulations of WorkSafe BC¹, the Provincial Government and local health authorities to ensure we provide the necessary conditions for health and safety during the ongoing COVID-19 pandemic, as they apply to our unique library's and community's abilities and needs.

Enhanced health and safety protocols are required to continue to prevent the spread of COVID-19 and this will impact how library service is offered. Safety of staff and community members is the primary concern. We will be adopting a phased in approach which will allow us to review and revise health and safety measures as necessary.

¹ WorkSafe BC, "Arts and cultural facilities: Protocols for returning to operation"
(<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/arts-and-cultural-facilities>)

Phase 1 – Closed

- Library building is closed to public (as of March 17, 2020).
- Staff are given the option of continuing to come into work, going on EI, or being laid off.
- Staff who are coming in are taking proper procedures to maintain a 6-foot distance between each other.
- Staff are frequently washing their hands for the recommended 20 seconds, or using hand sanitizer.
- Staff are wiping down their work stations with sanitizer wipes or with a water/bleach mix prepared in a spray bottle, and wearing gloves when needed.
- All returns are being set aside for 5 days (the maximum amount of time the virus can survive on paper surfaces²) and wiped down after five days, before being checked in and re-shelved.
- Books are being delivered to seniors and home-bound patrons, with the same safety precautions as above being taken with sanitizing, wiping, and wearing gloves. Seniors are encouraged to hang onto their returns until we reopen or until their next delivery when the returns can be exchanged for their new books.

² WebMD, **How Long Does the Coronavirus Live on Surfaces?** (<https://www.webmd.com/lung/how-long-covid-19-lives-on-surfaces>)

Phase 2 – Curbside pickup

- Place signs in the windows above the public computers, instructing patrons on how to use the online catalogue and curbside pickup.
- Books and other returns will now be place in quarantine for 72 hours in an allocated space in the library.
- Library Director will put out a press release announcing the curbside pickups in the paper. Place posters around town advertising the pickups, and request a notice on the RCMP sign and on the District website.
- Patrons can call in with their requests, staff will locate and check out these items. Staff will meet patrons at the door with their order³. Continue to offer deliveries to seniors.
- Should the curbside pickup prove popular, offer “grab bags” of books by genre or author, where patrons can receive a bag of five books chosen by the librarians.

³ see **Curbside Pick-Up** in the procedures manual for more information.

Phase 3 – Preparations for re-opening to public

- Wall-mounted hand sanitizer pump will be placed by door for patron use, with a sign requesting patrons use sanitizer as soon as they've come in and right before they leave.
- Marks will be placed the floor with duct tape to assure patrons stay 6 feet apart while in line.
- Plexiglas sneeze guards have been placed at both computers at the circulation desk.
- Remove chairs or place tape or other barrier over chairs of them to ensure patrons do not use the chairs.
- As public washrooms cannot be locked, place a barrier and a large sign informing patrons that the public washrooms are closed.
- Remove every other keyboard, mouse, public computer, and computer chair to ensure social distancing at public computers. Place signs by the computers informing users that there is a 30-minute time limit until further notice.
- Have employees who have been away come into work before we reopen to familiarize themselves with the changes that have taken place in the library and to discuss safety measures. Will double as a staff meeting if all employees can come in for the same time.
- Toys, crayons, and drawing paper in the children's area have been put into storage for the time being.
- Place a cart blocking access to the children's play place, with a sign informing patrons that the area is off limits until further notice.

Phase 4 – Reopening

March 10, 2021: Mask Mandate

- In accordance with provincial guidelines issued November 19, 2020⁴, masks are required in all indoor public settings and all retail stores. All staff are required to wear masks when in public areas of the library, and when unable to practice social distancing in the non-public areas.
- Library patrons 12 years old and older are required to wear masks at the library, while it is recommended that patrons between 2 and 11 also wear masks if they can.
- Disposable masks are available at the front desk to staff and patrons. If a patron requests a mask, staff are to hand them one, using the string of the mask or while wearing gloves. Patrons should not reach into the box and pull out their own mask as this could contaminate the other masks.
- Masks must be worn over both the nose and mouth, and should not be pulled down for any reason.
- Masks must be worn in public areas regardless of whether or not there are other patrons in the library.
- When the mask mandate is over, staff will still be permitted but not required to wear masks at work. They must provide their own, and must still follow other health and safety measures such as social distancing and hand washing. Library Director must also ensure staff are using masks appropriately.⁵

March 10, 2021: Public Washrooms

- The washroom formerly designated the “Men’s” washroom was opened to the public in late fall. This washroom was re-designated the “All-Gender” washroom and both washrooms were refitted with new locks and keys. Patrons may now use the “All-Gender” washroom, after requesting the key from staff (key is kept on a ladle on the small filing cabinet under the front desk); this helps staff keep track of when the washroom has been used.
- After every use, staff are to put on disposable gloves (located at the front desk next to the printer) and wipe down the key, ladle, and any high-touch surfaces in the washroom with wipes (e.g., handles, taps, soap dispenser, doorknobs), and make sure the door is locked.
- The library cleaners have agreed to come in every day after hours to do a more thorough cleaning of the washroom.

⁴ Government of British Columbia, **Province-wide restrictions** (<https://www2.gov.bc.ca/gov/content/covid-19/info/restrictions>)

⁵ WorkSafe BC, **COVID-19 health and safety: Selecting and using masks** (<https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-health-safety-selecting-using-masks>)

- Once the public washrooms in Spirit Square and Cottonwood Park are reopened in the summer, the public washrooms will be closed again.

Other Actions:

- Library Director will put out a press release in the newspaper, announcing the reopening date. Will also place posters around town advertising the reopening date, and request a notice on the RCMP sign and on the District website.
- Place sandwich board outside by the door, with information regarding the reopening.
 - o **March 10, 2021:** As the library has been open for almost a year now, the sandwich board is no longer being used, but there is a large whiteboard sign inside the library by the entrance informing patrons of the rules.
- Limit number of patrons in building to 8 at a time. Lock the front door when at max capacity. Place signs on front door and on sandwich board informing patrons of the capacity limit, and that there is a 30-minute wait time.
 - o Exceptions may be made for parents coming with young children, but they must be made aware that an exception is being granted to them, and that in future they should come alone.
 - o Patrons are allowed to use their children's cards to take out books for their children without bringing them into the library.
 - o Patrons will be instructed not to wait outside the door, but to either wait somewhere on the lawn/picnic tables or to return in 30 minutes. If they have a cellphone, staff can offer to text/call them when there is room in the library.
 - o If there are a large amount of patrons wishing to come inside, staff can take write down names at the front door to assure there is a first come, first serve.
- Limit amount of time patrons can spend in the library to 30 minutes. Have all patrons sign in at front desk with staff member and have staff member record the time they arrived to help keep track of who needs to leave when.
- Encourage curbside service to any patrons who want it.
- Continue to quarantine returns for 72 hours. Staff will extend the due date on any returns by 3 days, and there will be no late fines.
 - o **March 10, 2021:** Late fees have been permanently removed as of February 17, 2021.
- Patrons are not allowed to eat food in library until further notice. Any food brought into the library can be left on top of the return bin inside until the patron leaves.
- The library will close half-an-hour early to allow staff time to clean⁶.

⁶ see **COVID-19: Cleaning** in the procedures manual for more information.

- No programs until further notice; mezzanine will not be available for groups to book until further notice.
- SRC will be online, as will the space centre visit. Author visit has been cancelled. The SRC organizers will release information later in June instructing libraries how to go about preparing staff and patrons for online SRC.
 - o **March 10, 2021:** SRC 2021 will once again be online, and the author and magician visits have been postponed until 2022 and 2023 respectively.

Trial Reopening: Friday July 17, 2020

Hours

Library will begin the reopening phase by doing a trial opening with limited hours and days. The initial hours will be as follows:

Thursday, Friday: 11:30 a.m. – 4:30 p.m. (staff will stay until 5pm at the latest to do any cleaning and disinfecting that needs to be done)

Saturday: 11 a.m. – 3 p. m.

HL's hours will be 10 a.m. – 5:30 p.m. every day, with one desk assistant on the desk.

Desk Assistant II will work Friday, Saturday.

Desk Assistant I will work Thursday.

March 10, 2021: Reopening Update (March 10, 2021)

The library opened five days a week starting July 28, 2020.

Tuesday - Friday: 11:30 a.m. – 4:30 p.m.

Saturday: 11 a.m. – 3 p. m.

Following a trial run in October 2020, opening hours have been officially extended as of November 24, 2020. The new hours are:

Hours

Sunday, Monday: Closed

Tuesday, Friday: 11:30 a.m. – 6 p.m.

Wednesday, Thursday: 10 a.m. – 4:30 p.m.

Saturday: 11 a.m. – 4 p. m.

Phase 5 – Future plans / to be determined

- Looking into possibility of self-checkout.
- If there is a second outbreak, the library will close again. Depending on the severity, we could still offer curbside service by having people call ahead with their order. We still have a lot of work we can get done at the library while it's closed.