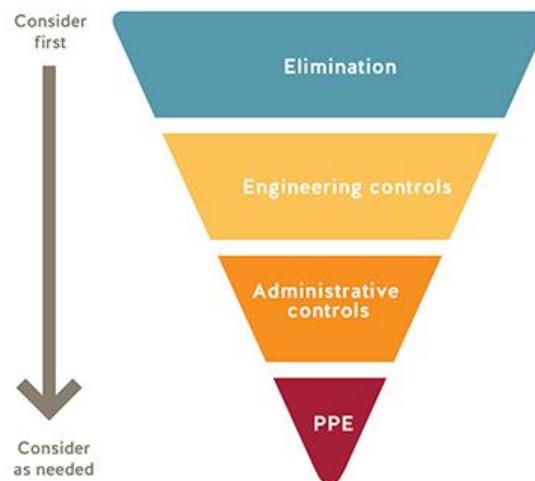


COVID-19 SAFETY PLAN

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

COVID-19 is a serious and potentially fatal disease. The following measures must be taken to ensure staff and patrons are as safe as possible while in the library. The procedures rely 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.

The following four levels are taken from **Arts and culture: Protocols for returning to operation**² from the **WorkSafe BC COVID-19 information and resources**³.



FIRST LEVEL PROTECTION (ELIMINATION): LIMIT THE NUMBER OF PEOPLE AT THE WORKPLACE AND ENSURE PHYSICAL DISTANCE WHENEVER POSSIBLE

STAFF

- 1) Each staff member will work on one computer during their shift, and there will be not sharing of computers, mice, keyboards etc. Each staff member will also be given their own sanitizer bottle to keep at their computer station.
- 2) Whenever possible, staff should maintain a 6ft/2m distance between each other. Staff may provide assistance for patrons, providing they can practice social distancing while doing so.

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>)

² Ibid.

³ WorkSafe BC, **WorkSafe BC COVID-19 information and resources** (<https://www.worksafebc.com/en/about-us/covid-19-updates>)

- 3) Staff must wash their hands for 20 seconds upon coming into work, as outlined by the *Wash your hands* infographic from the Government of Canada, posted at every hand washing location. Hand sanitizer is also available at every workstation.
- 4) Staff should bring their own eating utensils to work. The coffee maker is not to be used until further notice.

PATRONS

- 1) Patrons will be asked about their health status at the door before being allowed inside. Any patron with COVID-19 symptoms will not be allowed in the library.
- 2) Patrons must use the hand sanitizer dispenser immediately upon entering the building, and right before leaving. Anyone who refuses will not be allowed to enter the building.
 - a. Should a patron exhibit symptoms of COVID-19 while in the library, staff may request that the patron leave, but cannot legally force them to leave the library. Staff may also offer the patron a paper mask to wear from the office, but cannot force them to wear one.
- 3) Patrons will be encouraged to use our online eBook and audiobook resources, and our curbside pick-up program, which will eliminate the number of patrons needing to use the library. Signs have been placed in the library windows explaining to patrons how to use the curbside pick-up program.
- 4) Only 8 patrons may be in the library at any given time. Large groups should be encouraged to send in one member of their group to find materials, or to take turns going in smaller groups.
 - i. Staff may make exceptions for parents with small children, though any time an exception is made, the patron(s) being given the exception must be informed of the rules for future library use.
- 5) All patrons must check in at the desk, where staff will record their name and what time they arrived. This list will be destroyed at the end of each day.
- 6) Patrons needing use of public washrooms will be directed to use the washrooms at Spirit Square or Cottonwood Park. Staff may make exceptions in case of an emergency.
- 7) Computer use is limited to 30-minutes maximum, once a day, per patron.
- 8) Patrons will be given 30-minutes maximum to spend in the library per day. This does not include the 30 minutes spent on the public computers, though patrons must separate

their visits into one for books and then later one for computer work or vice-versa (i.e., patrons cannot spend one full hour in the library) if there are other patrons waiting to come in. Staff should remind patrons when there are 5 minutes left in their visit.

- 9) The doors to the library will be locked once the maximum number of patrons has been reached. There will be clear signs up on the doors and outside the library informing patrons that there may be a wait period. Patrons waiting to be let inside cannot wait outside the library door, and should be encouraged to either come back in 30 minutes or to wait away from the entrance.
 - i. If there are a large number of patrons waiting to access the library, staff may take down names of those waiting so those who arrived first will be the first allowed in.
- 10) Painter's tape will be placed on the floor indicating the entrance and exit ends of the aisles. Only two people are allowed in one aisle at a time, maintaining a distancing of 6ft/2m.
- 11) Patrons may not consume food of any kind into the library. If food is brought in, patrons may leave it on top of the book return box until they leave. Only covered drinks are permitted. Staff may still eat at work, but only at their designated work station.

SECOND LEVEL PROTECTION (ENGINEERING): BARRIERS AND PARTITIONS

- 1) There are three Plexiglas barriers installed at the two front desk computers. These barriers can be taken down for cleaning. The barrier on the side of the checkout desk can be put on a cart and wheeled around should staff need to help a patron and maintain their safety.
- 2) The Plexiglas can be cleaned with the spray bottle mixture of bleach and water and a paper towel.
- 3) There will be tape on the floor indicating where the patrons should stand at checkout, as well tables or rope in front of the front desk to keep patrons from getting too close. Books for checkout can be placed on the open area of the front desk or underneath the Plexiglas barrier, and staff will retrieve them once the patron has safely stepped back onto the tape. Staff can also request patrons to slide the books under the barrier, barcode up, to allow the staff to scan the barcode without having to handle the book.

March 10, 2021: Public Washrooms

- 4) 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 top of

the small filing cabinet under the front desk); this helps staff keep track of when the washroom has been used.

- 5) 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.
- 6) The library cleaners have agreed to come in every day after hours to do a more thorough cleaning of the washroom.
- 7) Once the public washrooms in Spirit Square and Cottonwood Park are reopened in the summer, the public washrooms will be closed again. The public washrooms will be blocked off with a barrier of chairs and a large sign informing patrons that the washrooms are closed.
- 8) All children's toys are locked away in the toy box, and the colouring materials and papers have also been stored away. The play structure is off limits and blocked by a cart with a sign on it.

THIRD LEVEL PROTECTION (ADMINISTRATIVE): RULES AND GUIDELINES

The following are recommendations from the provincial health officer and the BC CDC.⁴

- 1) Any staff who has experienced COVID-19 symptoms, such as coughing, sneezing, fever, shortness of breath in the last 10 days must self-isolate at home. Any staff who lives with someone who is self-isolating must also self-isolate.
- 2) Any staff who has tested positive for COVID-19, been outside of Canada, or been in contact with a confirmed case must self-isolate for 14 days and monitor their symptoms.
- 3) Any staff who starts to feel ill while at work must immediately go home for 10 days and monitor their symptoms.
- 4) The Procedure Manual has been updated with COVID-19 related procedures, including Cleaning, Returns, and Curbside Pick-Up. Staff must familiarize themselves with these procedures before the library re-opens.

⁴ WorkSafe BC, **COVID-19: A guide to reducing the risk** (<https://www.worksafebc.com/en/resources/health-safety/information-sheets/covid-19-guide-to-reducing-risk>)

FOURTH LEVEL PROTECTION: USING MASKS

MARCH 10, 2021: DURING MASK MANDATE

- 1) In accordance with provincial guidelines issued November 19, 2020⁵, 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.
- 2) 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.
- 3) 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.
- 4) Masks must be worn over both the nose and mouth, and should not be pulled down for any reason.
- 5) Masks must be worn in public areas regardless of whether or not there are other patrons in the library.
- 6) Accommodations can be made for those unable to wear masks, such as those with health conditions or those unable to put on and take off their own masks. Staff can offer curbside pickup, or can allow patrons to schedule a time to come in before or after opening hours.
 - Patrons are to be taken at their word regarding why they can't wear a mask; no doctor's note or any other form of verification is needed to "prove" health exemption claims.

OPTIONAL MEASURE IN ADDITION TO OTHER CONTROL MEASURES

- 1) Staff are allowed to wear masks if they want to, but must provide their own and must familiarize themselves with the proper use of masks, as outlined on the WorkSafe BC website.
- 2) When the mask mandate is not in effect, disposable masks will be available in the office for emergency use only (e.g., assisting a patron with a medical emergency).

⁵ Government of British Columbia, **Province-wide restrictions** (<https://www2.gov.bc.ca/gov/content/covid-19/info/restrictions>)