



KASLO & DISTRICT
PUBLIC LIBRARY

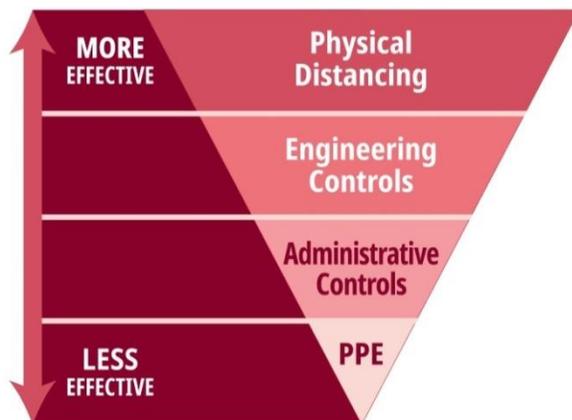
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COVID-19 Safety Plan – Protocols for workplace safety

Approved as updated Dec 1, 2020

In compliance with Provincial Health Orders or guidance, WorkSafe BC requirements, and BC CDC recommendations, this COVID-19 safety plan outlines protocols that have been put in place to reduce the risk of COVID-19 transmission so that the Kaslo & District Public Library (KDPL) may operate safely.

- I. All staff and volunteers (herein referred to as 'staff') of the Kaslo & District Public Library (KDPL) must understand risks and follow protocols to reduce risks at the library
- II. RISKS: The COVID-19 virus spreads through droplets (coughing, sneezing) or touching contaminated surfaces or shaking hands and then touching your face.
- III. GOAL: to reduce risks by selecting protocols offering the highest level of protection as follows:



1. Policies & procedures to ensure physical distancing
2. Physical controls like: sneeze barriers, signage, one-way paths, removal of furniture
3. Rules & guidelines for health checks, increased cleaning, reduced sharing of tools...
4. Use of non-medical masks as required for social distancing or per Orders

1. PHYSICAL DISTANCING PROTOCOLS:

- 1.1 To maintain a physical distance of at least 2 metres, a maximum of 2 staff are allowed to work in the office area and a maximum of 5 patrons/bubbles are allowed in the library during operating hours until it is deemed safe to increase numbers.
- 1.2 Workers are grouped into teams to reduce number of contacts and transmission in the event that a staff member becomes ill. A minimum of two staff will be in the library when it is open.
- 1.3 Hours are reduced so that tasks in shared spaces like emptying the drop box, shelving books, pulling holds, and some cleaning take place when closed to the public to reduce traffic/conflict
- 1.4 Staff will encourage use of digital library or stocking up on items at check out to reduce # of visits and continue with Library Takeout service.
- 1.5 Programs will include virtual gatherings, group emails, and 'takeout' activity bags.
- 1.6 Processing new books/movies/audiobooks may be a 'work from home' project
- 1.7 Families are encouraged to send one designate to pick up library items. Children (under 8) must stay close to parents when visiting the library.
- 1.8 Meetings (of the Board) will be virtual to reduce number of contacts.
- 1.9 Policies in place to support staff to stay home or go home if COVID-19 symptoms are present or required to self-isolate. Staff scheduling and hours of operation are subject to change to support physical distancing, safety protocols, workload, and if required self-isolation.

2. ENGINEERING CONTROLS: PREPARING THE BUILDING FOR TRAFFIC:

- 2.1 Signage that includes physical distancing protocols, safety and hygiene rules, and guidelines will be placed at the entrance and strategic points. This includes posting occupancy limits overall and in specific areas, asking people to not enter the library if they have any COVID-like symptoms such as fever, coughing, sneezing, and/or sore throat, and reminders to wash hands often, sneeze or cough into elbow, avoid touch face, and maintaining a 2 metre space between others.
- 2.2 Markers on the floor will direct one-way movement throughout the library and allow for 2 metres when waiting in line at the circulation desk. Signage limiting the number of people in each area is posted.
- 2.3 A 'greeting' table will welcome patrons and provide orientation on how to use the library safely including requesting everyone to sanitize hands on entering. Clean shopping baskets will be available at the greeting table to limit the number of people in the library. Once they are gone, the library is at capacity and patrons must wait outside until a basket becomes available.
- 2.4 Hand sanitizer will be available at the greeting table, public and work computer stations, washroom, and circulation desk
- 2.5 The circulation desk has glass and Plexiglas barriers installed to ensure physical distancing
- 2.6 Seating is removed – no seating other than a chair at the public computer will be available while social distancing.
- 2.7 Washroom will be stocked with paper towels and soap with the trash can by the door to encourage opening door with paper towel (decrease contact points). Signage re: washing hands
- 2.8 Public computer stations are housed in carrels that already comply with physical distancing – for use by appointment only. Tracking sheets are kept for 30 days.
- 2.9 Staff working on same day will work at separate stations for administration work
- 2.10 All stations, especially shared stations such as circulation desk, (keyboards) will have hand sanitizer available and reminders to clean hands before and after use.
- 2.11 Permanent staff will continue to share an office and work on different sets of days with 2 days off in between. In addition to increased cleaning (detailed next), each staff will have their own keyboard and mouse, and separate caddies for paperwork, pens, scissors, storage etc (mark pens/scissors with coloured tape) to reduce contact points.

3. ADMINISTRATIVE CONTROLS - RULES and GUIDELINES:

3.1 Health check:

- a. Staff is required to stay home (or go home) and get tested as soon as possible if symptoms of COVID-19 are present (or develop) such as sore throat, fever, sneezing or coughing. A daily health check is filled in for each staff & initialled.
- b. If staff is exposed to someone with a confirmed case of COVID-19, they are required to self-isolate for 10 days
- c. Staff should consult with healthcare provider or HealthLink BC (8-1-1) to determine if it is safe to come to work:
 - i. After having self-isolated due to symptoms of or exposure to someone with a confirmed case of COVID-19
 - ii. If part of a population at risk for severe outcomes (compromised immune system, age 65+, and/or existing medical conditions)
- d. Staff are not required to come to work if they do not feel it is safe even if sections 3.1 a -c do not apply. In this case, an unpaid leave will be granted once sick days are used up.
- e. Patrons are reminded to stay away if symptoms of COVID-19 are present (signs posted) and designate someone else to pick up items for them

3.2 Good personal hygiene:

- a. All staff & patrons required to sanitize (or wash) hands on entering the library.
- b. All staff & patrons encouraged to sanitize (or wash) hands when using shared keyboards, restrooms, on leaving, etc. Cleaning stations & reminders will be available throughout library.
- c. Reminders to cough/sneeze into elbow and avoid touching face will be posted

3.3 Helping people with information or membership:

- a. Staff to work from behind the barrier or via phone/email or at a 2 metre distance when helping with reference questions, readers' advisory, computer/copier/fax/scanning questions, check-out, or library memberships.
- b. Exam invigilation by appointment when library is closed.

3.4 Handling materials:

- a. Returned items & incoming mail will be processed without a quarantine period. The BC CDC recommendations posted August 17, 2020 indicate that risk of transmission for these items is very low. [Early in the pandemic, many libraries adopted a 72 hour quarantine based on the limited studies available. This was done out of an abundance of caution rather than a health authority directive.]
- b. To check out materials, staff will sanitize hands before and after transaction
- c. Shopping baskets will be disinfected and returned to the greeting table

3.5 Cleaning:

- a. Washrooms will be cleaned and disinfected daily on open days (twice on Thurs).
- b. High touch areas will be disinfected once daily on short days and at mid-day and closing on Thursdays. High touch areas include door handles, light switches, phones, keyboards, counters, mice, cupboard doors, drawers, copier, and printer. A checklist will ensure items are cleaned regularly.
- c. Public computer use will be by appointment only allowing sufficient time to disinfect keyboards and mice before the next use
- d. Three types of disinfectants (to kill viruses) may be used at the library:
 - i. 1:100 Bleach Solution (1 tsp bleach to 2 cups water)
 - ii. Hand sanitizer with 70% + Isopropyl Alcohol
 - iii. Disinfectant Wipes (eg. Lysol or Clorox) – to wipe down electronics
- e. Staff need to refer to the safety instructions for the chemical disinfectants before first use
- f. Staff should use rubber or latex gloves when using a bleach solution
- g. Under no circumstances shall anyone mix chemical disinfectants or cleaners since dangerous fumes or chemical reactions may result

4. PERSONAL PROTECTIVE EQUIPMENT (PPE):

Staff is required to wear masks per the Provincial Health Officer Order when working in common spaces or close together in the office area. Gloves are not mandatory. Both are available for staff and patrons if proper social distancing is not possible, per orders, or COVID-19 symptoms begin and it is not possible to leave the library right away.