

# COMMUNICABLE DISEASE PLAN

2022



PENTICTON  
PUBLIC LIBRARY

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### Version notes:

Version 1 – July 19, 2021 – HB

Version 2 – January 15, 2022 - HB

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## Overview

The purpose of this document is to outline the procedures and guidelines to be used daily. Additional protocols are also identified to minimize the risk of communicable disease transmission at the Penticton Public Library.

## Scope

All employees **must** comply with the guidelines and protocols set out in this plan.

## Definitions

A communicable disease is an illness caused by an infectious agent that can be transmitted in a workplace from person to person. Examples of communicable diseases that may circulate in a workplace include COVID-19, norovirus, and seasonal influenza.

## Public Health Directives:

The Provincial Health Officer is the senior Public Health official for B.C. and is responsible for monitoring the health of the population across the province, providing independent advice to the ministers and public officials on Public Health issues.

The responsibilities of the Provincial Health Officer (PHO) are outlined in the Public Health Act and include the following:

- provide independent advice to the ministers and public officials on Public Health issues;
- monitor the health of the population of B.C. and advise on Public Health issues and on the need for legislation, policies and practices;
- recommend actions to improve the health and wellness of the population of BC;
- deliver reports that are in the public interest on the health of the population and on government's progress in achieving population health targets;
- establish standards of practice for and conduct performance reviews of Medical Health Officers; and
- work with the BC Centre for Disease Control and Prevention and BC's Medical Health Officers across the province to fulfill their legislated mandates on disease control and health protection.

Employers must be prepared to implement or maintain additional measures at times when the risk of communicable disease in their region or workplace is elevated, as advised and directed by Public Health. Public Health's specific guidance for a particular communicable disease will be followed where their information differs from this document.

## WorkSafeBC Directives ([Workers Compensation Act/OHS Regulation Requirements](#))

WorkSafeBC helps businesses meet their obligations under the *Workers Compensation Act* and the Occupational Health and Safety Regulation. All employers in British Columbia have an obligation under the *Act* to ensure the health and safety of workers and other parties at their workplace.

To assist employers in the fundamental components of communicable disease prevention, WorkSafeBC has developed [Communicable disease prevention: A guide for employers](#). This guide describes a four-

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step process to help employers reduce the risk of communicable disease in their workplace, which involves understanding the level of risk in the workplace, application of the fundamentals and implementing appropriate measures, communicating policies and protocols to all workers, and updating measures and safeguards as required.

## Managing the Risk of Transmission

Library staff have the right to know and understand their workplace health and safety responsibilities. Therefore, this plan identifies the hazard of communicable diseases and informs of the general controls in preventing disease transmission.

Communicable diseases are illnesses caused by an infectious agent or its toxins that occur through the direct or indirect transmission of an infectious agent or its products from an infected individual or another vector.

Risks to communicable diseases will change based upon the disease itself and how it spreads, community transmission levels, and the type of work being performed. See “Responding to elevated risks” below.

Staff should follow exposure control plans in relation to specific tasks that expose workers to biological agents such as providing first aid, handling sharps, and working with hazardous waste materials.

### 1. Mode of Transmission

Infectious agents that cause communicable diseases spread in several ways, including:

- a) Through droplets when a person coughs or sneezes,
- b) From touching a contaminated surface before touching the face.

### 2. Reduce the Risk of Transmission

You can reduce the risk of transmission of communicable disease in any situation you encounter in the workplace by following the general guidelines recommended by WorkSafe BC, the BC Centre for Disease Control, and Health Canada:

- a) Wash hands often, or sanitize them with an isopropyl alcohol-based sanitizer;
- b) Sneeze or cough into your elbow;
- c) Avoid touching your face;
- d) In cases of elevated community transmission, practice social distancing of at least 2 metres between individuals.

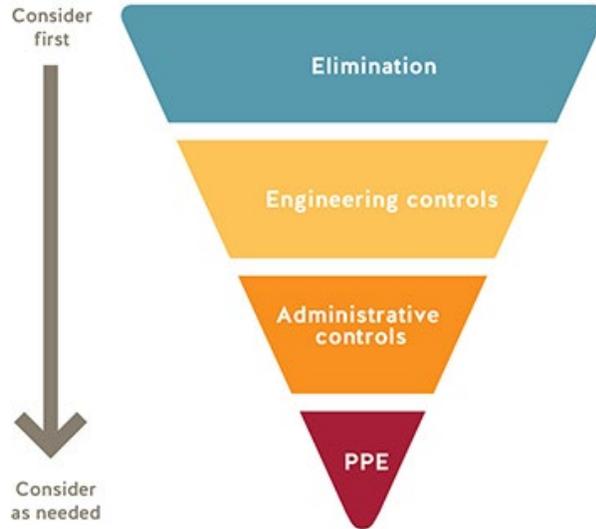
### 3. Levels of Protection

When necessary, the library can put in place protocols that offer the highest level of protection possible for different situations.

- a. *Elimination* – Policies and procedures to keep people at a safe physical distance from one another.

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- b. *Engineering Controls* – Installation of barriers to separate people in situations where one cannot maintain physical distancing.
- c. *Administrative Controls* – Rules and guidelines for workplace operations and the delivery of different types of service for employees to follow to reduce the risk of transmission.
- d. *Personal Protective Equipment (PPE)* – The use of non-medical masks and gloves if the first three levels of protection cannot adequately control the risk.



## Not coming to work when you are sick

The Library promotes the following measures to prevent communicable disease transmission in the workplace.

- Follow assessment Appendix – C *When to Get Tested*
- An important way to reduce the spread of communicable diseases is to keep sick people away from those who are not sick.
- For the flu, all staff are to stay home if they are sick until at least 24 hours after their fever is gone without the use of fever-reducing medicines, or after symptoms have improved.
- Staff are to use their sick leave as per the policy and follow the advice from [HealthLinkBC](#), or family health practitioner.

## If you become sick at work

- Staff who have symptoms upon arrival to work or become ill during the day should promptly separate themselves from other workers, inform their supervisors and go home.
- Staff who are experiencing symptoms should contact 8-1-1 or complete the online self-assessment tool and follow the advice on when to test for COVID-19.

## COVID-19 Negative Or Not Required To Test

If you experience COVID-19 symptoms, follow APPENDIX – C “When to Test for COVID-19”, contact 8-1-1, or complete the BC Online Assessment tool. <https://bc.thrive.health/covid19/en>

Staff who are experiencing cold-like symptoms but are not required to test, or have tested negative are to:

- Self-isolate until well enough to return to regular activities and no longer have fever without the use of medicines that reduce fevers. E.g. Tylenol or Advil.

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### COVID-19 Positive And Returning To Work

If you tested positive for COVID-19, the following procedures from BC Centre for Disease control must be followed:

#### Fully vaccinated

If fully vaccinated, at least 5 days have passed since your symptoms started, or from test date if you did not have symptoms. You should wear a mask even in settings where a mask is not required and avoid higher risk settings, such as long-term care facilities and gatherings, for another 5 days after ending isolation.

#### Not fully vaccinated

At least 10 days have passed since your symptoms started, or from the day you tested positive if you did not have symptoms.

Fever has resolved for 24 hours without the use of fever-reducing medication, such as acetaminophen or ibuprofen.

Symptoms have improved.

#### Ending Isolation

Continue to isolate for longer if you have a fever or are not feeling better.

When you end isolation, you are not considered contagious. However, it can take longer to recover from the illness. Most people recover within two weeks. Some people with more severe symptoms can take up to twelve weeks or more to feel entirely better. If you are unsure or concerned, connect with your health care provider, call 8-1-1, or go to an Urgent and Primary Care Centre to be assessed.

#### Contact Tracing

Contact tracing helps to stop the spread of COVID-19 by identifying people who have come into close contact with someone with COVID-19 and asking them to take certain steps. Precautions are different for vaccinated and unvaccinated people.

#### Who is considered a “close Contact” of a person with COVID-19

A close contact is generally someone who has been near a person with COVID-19 for at least 15 minutes when health and safety measures were not in place or were insufficient.

Public Health will follow-up in high priority settings directly with close contacts. In most cases, the City of Penticton does not fall within the high priority settings description as determined by Public Health. Therefore, BC CDC states that a person with COVID-19 may be provided instructions and other information to share with their close contacts.

Should a staff member be considered a close contact, inform your supervisor as soon as reasonably possible and follow the advice from Public Health on whether self-monitoring or self-isolation is

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appropriate. Extra precautions may be required by your department/division for staff who are fully vaccinated and self-monitoring at work.

### If you are a contact and fully vaccinated

If you are fully vaccinated or had COVID-19 in the last 90 days, you are not required to self isolate as a close contact, and you can continue to participate in routine activities, such as work, as long as you **do not have any symptoms**.

However, BC Centre for Disease Control recommends you do not visit friends or relatives who are higher risk for severe COVID-19 (e.g. those currently in hospital, long term care, those with compromised immune systems, or over the age of 70 years) for 14 days after you were last exposed to COVID-19. More details on risk factors for severe disease are available on the [BCCDC website](#).

The Library may take extra steps to protect critical service areas in order to accommodate a staff member who is self-monitoring at work.

### If you are a contact and NOT fully vaccinated

If you are not fully vaccinated and did not have COVID-19 in the last 90 days, you are required to self-isolate for 10 days from the day you last had contact with the person who has COVID-19, even if you do not have any symptoms.

## Social Interactions

To help with preventing the transmission of communicable diseases staff are encouraged to continue respectful and careful interactions by considering the following:

- Cover your mouth and nose with a disposable tissue or the crease of your elbow when you sneeze or cough instead of your hands.
- Practicing effective and frequent hand hygiene
- Do not share food, drinks, utensils, etc.
- Avoid unnecessary contact
- Follow site safety measures during elevated risks
- Wear masks when recommended to do so.

## Community Transmission Events

In the event of a community transmission announced by the local health authority, BC Centre for Disease Control, or a Public Health Officer (PHO), additional protocols and procedures may be implemented as needed. Examples of these detailed protocols can be found in the 2020 COVID-19 Safety Plan document and will be adjusted to the situation and PHO orders.

When risk of transmission is elevated, shifts or hours of work may be modified or reduced to support physical distancing measures, to reduce the risk of transmission, and to accommodate modified workloads.

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Staff shortages may also trigger modification of library hours, adjusting to maintain basic library services (i.e. circulation) and thus may impact regular shifts and schedules.

If regular work duties have been suspended due to a provincial health order, staff can request that a record of employment be issued.

## Contact with the Public Protocols for Staff – Department Specific

The following procedures are in addition to the general procedures above and only list procedures that apply a specific department or area:

## Public Areas of the Library

### Calculating and Maintaining Occupancy Limits

- It is critical to evaluate how many people can reasonably be in a facility and easily practice physical distancing of 2 metres between people to reduce the spread of COVID-19
- It is strongly recommended that there are 5m<sup>2</sup> of unencumbered floor space per person, i.e. 5m<sup>2</sup>/person
- This unencumbered space would be floor space minus floor space used for change rooms, desks, etc.
- Take, for example, a recreation facility with 200m<sup>2</sup> of floor space with 70m<sup>2</sup> of desks/displays
  - The space has 200m<sup>2</sup> - 70m<sup>2</sup> = 130m<sup>2</sup>\* of unencumbered floor space for public
  - Maximum number of people allowed in the facility to support physical distancing would be: (130 m<sup>2</sup>) / (5 m<sup>2</sup>/person) = 26 people.
- Using the same example as above, but using feet instead of metres, a facility has 2153 sq. ft. floor space with 753 sq. ft. of desks/displays. The facility has 2153 sq. ft. - 753 sq. ft. = 1400 sq. ft. of unencumbered floor space for public. Using 53.8 sq. ft. of unencumbered floor space per person, the maximum number of people allowed in the recreation facility to support physical distancing would be: 1400 sq. ft. ÷ (53.8 sq. ft./person) = 26 people

Space	Unencumbered by 5m <sup>2</sup> per person	Occupancy	Signage to be placed
Main Library	573	115	No
Reading Room	359	72	No
Children's Library	121	24	Yes

As our occupancy is much higher than our usage Occupancy limit signage will not be placed in most areas of the Library, except in the Children's Library – to help mitigate potential crowding during school class visits.

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## Circulation

Be conscious of the number of staff at Circulation. Ideally it will be no more than 3 staff in the circulation area. 1 at Checkout, 1 at Registrations, and 1 shelver.

### Contact with Public

- Staff located at the circulation desks are provided with a Lexan plastic barrier to protect them from contact with public
- Customer service stations clean with cloth and spray at the end of shift or as required

## Library Stacks

The collections (stacks) of the library will be in use from opening to closing. Items are touched by many people, but not the same item by multiple people. Patrons may be in close contact with each other and potentially with staff. Other considerations are pages re-shelving material newly checked-in.

### Contact with Public

- Multiple touch points – low frequency of touch - Items touched and returned to shelf. Patrons will be encouraged to not return items to shelf, but to place on book trucks (or bins) which can be sanitized and returned to the shelves. Patrons browse at their own risk.
- Staff helping patrons in the stacks to maintain 2 meters' social distance.
- Hand sanitizing stations placed in high contact areas – new books, children's library and stacks.

## Public computers:

Public computers will be made available during open hours. Public computers have Plexiglas barriers in place.

### Contact with Public

- Staff helping patrons on the computers are to maintain 2 meters' social distance or don PPE (mask and face guard) where that is not possible.
- Staff will wipe down computer keyboards once a day or as needed
- Hand sanitizer is available to use before and after computer use.

## Auditorium

### Contact with Public

- The Auditorium will be used for appropriately socially distanced adult programming.
- A contact record is maintained for 12 weeks after each program.
- Every attendee over the age of 12 must present photo identification and a vaccine card demonstrating that they are fully vaccinated against COVID-19.

## Cleaning and Disinfection

### Definitions

- Cleaning – The physical removal of visible soiling through the use of a cleaning cloth, and water and detergent. This removes, rather than kills, viruses and bacteria.

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- b. Disinfection – The killing of viruses and bacteria by applying a chemical disinfectant to an object. Objects can also be disinfected by quarantining them for up to 72 hours.
  - General cleaning is done by the janitors every evening.
  - Enhanced cleaning and disinfection of highly touched surfaces such as doorknobs, cupboard/drawer handles, book carts, telephones, and shared computer keyboards and mice should be done by staff at the end of each day and when visibly soiled, in addition to the general cleaning. **Staff will share this duty.**
  - Staff need to refer to the safety data sheets for the chemical disinfectants before they first use them.
  - Staff should use rubber or latex (or nitrile) gloves when using a chemical cleaning solution.
  - Under no circumstances shall anyone mix chemical disinfectants, either in a container or on a surface. Dangerous fumes or chemical reactions may result.

## Protect Yourself and Other Cleaning Staff

- Ensure cleaning staff are trained on proper use of cleaning (and disinfecting, if applicable) products.
- Read the instructions on the product label, product information or Safety Data Sheet to determine what safety precautions are necessary while using the product. This could include PPE (such as gloves, glasses, or goggles), additional ventilation, first aid procedures, or other precautions.
- [Wash your hands](#) with soap and water for 20 seconds after cleaning. Be sure to wash your hands immediately after removing gloves.
  - If hands are visibly dirty, always wash hands with soap and water.
  - If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol, and wash with soap and water as soon as you can.
- Special considerations should be made for people with asthma. Some cleaning and disinfection products can trigger asthma.

## Masks

Masks are one of many layers of protection we use to help prevent the spread of COVID-19. Wearing a mask should be combined with other important protective measures such as being fully vaccinated against COVID-19, frequent hand washing, and avoiding crowded spaces.

Masks are most effective when fitted, worn, and handled correctly. They act as a barrier and help stop the spread of droplets from a person’s mouth and nose when talking, laughing, yelling, singing, coughing, or sneezing.

Staff are expected to wear a mask when:

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- Travelling through shared or common spaces, like hallways, lunchrooms/coffee room and washrooms, and may come into close contact with other employees
- Assisting co-workers in handling objects/materials
- Dealing with the public when no physical barrier is in place
- Interacting with many people over the course of the day
- Providing training/education in an office environment

Some people cannot wear a mask because they cannot put on or remove a mask on their own or for psychological, behavioural or health conditions. The Library will work with individuals who cannot wear a mask and determine appropriate accommodation that protect their safety and the safety of others in the workplace.

### Proper mask wearing

Masks should:

- Cover the mouth and nose and go under the chin
- Fit tightly with no gaps (consider adjustable masks)
- Be made of three layers of fabric, including two layers of tightly-woven fabric, with a filter or filter fabric between layers.
- Cloth masks should be washed regularly, and discarded when damaged or fabric is breaking down, or there is a change in fit.
- Medical masks should be discarded when damp, soiled, damaged or visibly dirty.

If there are two layers with a pocket for a filter, use a filter

- Reusable and washable cloth masks are provided by the Library, or
- Staff can bring their own mask as long as these masks meet the BC CDC guidelines
- It is the responsibility of each staff member to ensure their mask is clean
- Homemade masks are at the discretion of the supervisors to allow and ensure they conform to the Government of Canada guidelines: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/sew-no-sew-instructions-non-medical-masks-face-coverings.html>
- Additionally, staff may wear a disposable medical mask
- Anyone who has trouble breathing, is incapacitated or otherwise unable to cover their mouth and nose without assistance should not wear a mask

### Face shields

Face shields do not replace non-medical masks. Face shields are commonly worn with a mask underneath for extra protection and are used to protect you from oncoming splashes and sprays.

The design of the face shield does not necessarily protect other people as it may not block all of your droplets or spray, which can escape from the bottom or sides of the shield. **The BC Centre for Disease Control does not recommend the use of face shields as a substitute for masks.**

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The Library requires First Aid Attendants, first responders to wear a face shield as extra protection under certain conditions. The face shield should not replace other prevention measures such as physical distancing, hand hygiene, barriers, and non-medical masks.

### Face shields when masks are not an option

When communicating using lip-reading, when visual facial cues are essential, or when people may be unable to wear a mask due to a medical condition, a face shield may be an alternative to no mask.

Some face shields may provide better protection than others. When needed, use face shields that wrap around your face and extend below the chin as well as hooded face shields.

Non-medical clear masks that cover the nose and mouth are another option when visual communication is necessary. These options have not been widely assessed for their effectiveness.

### Mouth shields

A mouth shield offers even less protection – these shields extend upwards from the chin instead of downwards from the forehead and usually only cover 2-3 inches of your face; therefore, **mouth shields are not recommended.**

## Ventilation

For all activities that take place indoors, basic principles of good indoor air quality include supplying outdoor air to replenish indoor air, thereby removing and diluting contaminants that naturally accumulate in indoor settings, especially in well-sealed buildings.

### Strategies to optimize ventilation system functionality

City of Penticton has stated that it will:

- Maintain ventilation systems. WSBC requires employers to ensure that heating, ventilation and air conditioning (HVAC) systems are designed, operated, and maintained as per standards and specifications for ongoing comfort for workers ([Part 4 of the OHS Regulation](#)).
- Ensure preventative maintenance is conducted (for example, regular filter changes and inspection of critical components).
- Make sure the system is properly balanced, which means verifying that the system meets its design conditions for air flow, temperature, pressure drop, noise and vibration.
- During periods of communicable disease events limiting occupancy in facilities or vehicles should be considered. Promotion of employees to work from home is another example.

## Promotion of Employee Vaccinations

The Penticton Public Library supports Public Health messaging for vaccinations against pandemic or communicable diseases and may collaborate with Public Health to offer vaccination clinics in public facilities.

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The Penticton Public Library recognizes the Public Health benefits of vaccination programs to reduce illness, disability and death from community acquired diseases. Programs may be created to encourage employee participation in Public Health vaccination programs.

As of January 11<sup>th</sup>, 2022, all staff reporting to work are required to follow the Library's vaccination policy.

## Reasons to get Vaccinated:

1. **Vaccine-preventable diseases have not gone away**  
The viruses and bacteria that cause illness and death still exist and can be passed on to those who are not protected by vaccines.
2. **Vaccines will help keep you healthy**  
Vaccines can prevent short term illnesses and prevent long term chronic disability or increased risk of cancer depending on disease.
3. **Vaccines are as important to your overall health as diet and exercise**  
Like eating healthy foods, exercising, and getting regular check-ups, vaccines play a vital role in keeping you healthy. Vaccines are one of the most convenient and safest preventive care measures available.
4. **Vaccination can mean the difference between life and death**  
Vaccine-preventable infections can be deadly. Example: Every year in the US, prior to the COVID-19 pandemic, approximately 50,000 adults died from vaccine-preventable diseases.
5. **Vaccines are safe**  
Potential side effects associated with vaccines are uncommon and much less severe than the diseases they prevent.
6. **Vaccines will not cause the diseases they are designed to prevent**  
Vaccines contain either killed or weakened viruses, making it impossible to get the disease from the vaccine.
7. **Young and healthy people can get very sick, too**  
Infants and older adults are at increased risk for serious infections and complications, but vaccine-preventable diseases can strike anyone. If you are young and healthy, getting vaccinated can help you stay that way.
8. **Vaccine-preventable diseases are expensive**  
Diseases not only have a direct impact on individuals and their families, but also carry a high price tag for society as a whole.
9. **When you get sick, your children, grandchildren, and parents may be at risk, too**  
Adults are the most common source of pertussis (whooping cough) infection in infants which can be deadly for babies. When you get vaccinated, you are protecting yourself and your family as well as those in your community who may not be able to be vaccinated.
10. **Your family and co-workers need you**  
Millions of adults get sick from vaccine-preventable diseases, causing them to miss work and leaving them unable to care for those who depend on them, including their children and/or aging parents.

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## Promotion of Employee Mental Health

A communicable disease event may cause increased levels of stress or anxiety for employees. This is because some communicable diseases are new or evolved so the scientific facts about the hazards and risks of the disease may be unknown or uncertain. Uncertainty increases stress.

As part of this plan, it is a good opportunity to review related organizational policies and programs such as:

- Respectful Workplace
- Employee & Family Assistance Program
- Prevention of Violence
- [WorkSafeBC resources - managing-mental-health-effects-covid-19-guide-for-employers](#)

## Responding to Elevated Risks

From time to time, Public Health may advise of elevated risks of communicable disease transmission in particular workplaces or contexts. Where Public Health has advised of an elevated risk of communicable disease transmission relevant to the Library, City, or region, the Library will take steps to assess the risk in the workplace and to follow the necessary measures to the extent practicable as provided by Public Health.

### Public access to library

1. Restrictions to limit access to the library's spaces and services can be implemented to manage risk and would change over time. The timing of the restoration of service levels, and easing of restrictions, will vary depending on the nature of the service.
2. Hours that the physical location of the library is open to the public can be limited so staff can focus on assisting patrons and implementing risk mitigation strategies during these hours. Over time, the hours of operation can be extended in a phased approach.
3. The amount of available seating and public computers can be reduced or removed to promote physical distancing.
4. The library will use best practices from other sectors, such as grocery stores, to manage public access to its collections and services.

### Communications/interaction with staff

5. When required, special occupancy limits will be posted at the entrance to the library and in certain areas; such as staff areas, the reading room, and the children's library.
6. Details about access to library services will be posted on the library's website and social media and will be sent to local media and local governments.
7. During elevated community transmission events, daily briefings will include discussion on safety protocols so that the Joint Health and Safety Committee, staff, and management can address any issues that arise and ensure that staff are aware of, and follow, all policies and protocols.

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## Service Redeployment in Case of Staff Illness

While every effort will be maintained to keep regular operations running, the Library acknowledges that library service may be affected by staff illness.

The minimum number of staff that are required to work on any given day is 3. Two to work on the circulation desk and an additional staff person for reference or shelving and break coverage. If only three Library Assistants are available only basic reference service will be provided (interlibrary loan, purchase requests, and printing help, for example).

In this instance – the junior and senior pages do not count in the 3<sup>rd</sup> staff member.

All variations of hours and services will depend on which staff are able to work and for how long illnesses or self isolation continue. If it is feasible to maintain operational hours and services then that is what is expected. It should be assessed on a daily or weekly basis based on information known at a given moment.

As a general guide:

Full staff (9 or more able to work)	Business as usual
7 staff (more than 5 days – due to isolation or recent illness)	All secondary services cease or slow as needed to maintain public service. (Programing, interlibrary loan, homebound, cataloguing, etc)
Less than 7 staff more than 5	Tuesday or Thursday hours adjusted to 1 to 8:30
5 staff or less (more than 3)	Hours reduced to open at 10:30 and Tuesday and Thursday as above No secondary services
3 staff	Hours reduced further - no more than 1 to 5 daily No secondary services All cash transactions paused (no charge for printing, for example).
3 staff for more than 3 days	The Library is closed at their discretion
Less than 3	The Library is closed

Library Takeaway service will be considered if absences due to illness are projected to carry on for more than two weeks.

If no manager can work, and hours must be reduced, staff are to elect a Person in Charge for the day and contact a Library Board member to inform them. Further contact the City of Penticton's GM of Community Services (Anthony Haddad: 250-490-2579 [anthony.haddad@penticton.ca](mailto:anthony.haddad@penticton.ca)), and All She Wrote Consulting (Allison Markin: 250-488-8274 [amarkin@allshewrote.ca](mailto:amarkin@allshewrote.ca)) to update our social media.

## Attached Documents

- Hand Hygiene Poster – City of Penticton

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- Help Prevent the Spread of Disease Poster – City of Penticton
- When to get tested for COVID-19 Poster – BC CDC
- How to Wear a Mask – City of Penticton
- BC’s Restart Golden Rules – BC Provincial Government
- Service redeployment in case of staff illness

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Appendix A – Hand Hygiene Poster

# Help prevent the spread of communicable diseases

## Hand Hygiene

SOAP OR ALCOHOL-BASED HAND RUB: Which is best?

Either will clean your hands: use soap and water if hands are visibly soiled.



Remove hand and wrist jewellery

### HOW TO HAND WASH



### HOW TO USE HAND RUB



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Appendix B – Help Prevent the Spread of Disease Poster

# Prevent the spread of communicable diseases

## Cover coughs and sneezes



**Cough or sneeze into your sleeve, not your hands. Avoid touching your face with your hands.**

Or

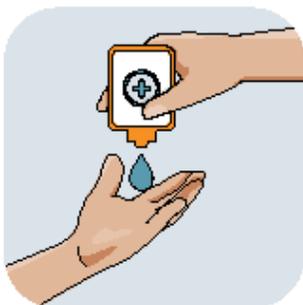


**Cover your mouth and nose with a tissue and put your used tissue in a wastebasket.**



**Wash your hands with soap and water for at least 20 seconds.**

Or



**Clean hands with alcohol-based hand sanitizer.**



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Appendix C – When to Get Tested for COVID-19

# COVID-19

## When to get tested for COVID-19

Based on current evidence, some symptoms are more likely to be related to COVID-19 than others.

If you or your child have any of the symptoms listed below, follow the instructions.

SYMPTOMS		WHAT TO DO
<ul style="list-style-type: none"> <li>Fever (above 38° C)</li> <li>Chills</li> <li>Cough</li> </ul>	<ul style="list-style-type: none"> <li>Loss of sense of smell or taste</li> <li>Difficulty breathing</li> </ul>	<p><b>1 or more of these symptoms:</b> Get tested and stay home.</p>
<ul style="list-style-type: none"> <li>Sore throat</li> <li>Loss of appetite</li> <li>Headache</li> <li>Body aches</li> </ul>	<ul style="list-style-type: none"> <li>Extreme fatigue or tiredness</li> <li>Nausea or vomiting</li> <li>Diarrhea</li> </ul>	<p>If you have <b>1 symptom:</b> Stay home until you feel better.</p> <p><b>2 or more of these symptoms:</b> Stay home and wait 24 hours to see if you feel better. Get tested if not better after 24 hours.</p>
<p>If you are a close contact* of someone who has COVID-19 and have any of the symptoms listed above: Get tested and stay home.</p>		
<p>Check your symptoms with the B.C. Self-Assessment Tool.</p> <p>If you have any questions, or the symptoms get worse, contact your healthcare provider or call 8-1-1.</p>		

\* You will be notified if you are a close contact. For more information on close contacts, go to <http://www.bccdc.ca/covid19closecontacts>

For more information on COVID-19, go to [www.bccdc.ca](http://www.bccdc.ca)

If you develop severe symptoms, such as difficulty breathing (e.g. struggling to breathe or speaking in single words) or chest pain, call 9-1-1 or go to the nearest Emergency Department.



Ministry of Health



January 6, 2021

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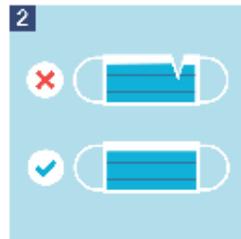
Appendix D – How to Wear a Mask

# COVID-19 SAFETY MEASURES

## HOW TO WEAR A FACE MASK



1 Wash your hands with soap and water for 20-30 seconds or perform hand hygiene with alcohol based hand rub before touching the face mask.



2 Check the new mask to make sure it's not damaged.



3 Ensure colour side of the mask faces outwards.



4 Locate the metallic strip. Place it over and mold it to the nose bridge.



5 Place an ear loop around each ear or tie the top and bottom straps.



6 Cover mouth and nose fully, making sure there are no gaps. Pull the bottom of the mask to fully open and fit under your chin.



7 Press the metallic strip again to fit the shape of the nose. Perform hand hygiene.



8 Do not touch the mask while using it, if you do, perform hand hygiene.



9 Replace the mask if it gets wet or dirty and wash your hands again after putting it on. Do not reuse the mask.

### Removing the Mask



1 Perform hand hygiene.



2 Do not touch the front of your mask. Lean forward, gently remove the mask from behind by holding both ear loops or ties.



3 Discard the mask in a waste container.



4 Perform hand hygiene.



Reference: B.C. Centre for Disease Control  
[www.bccdc.ca/Health-Professionals-Site/Documents/COVID19\\_SurgicalMaskPoster.pdf](http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_SurgicalMaskPoster.pdf)

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Appendix E – BC’s Restart Golden Rules

**BC'S RESTART**

## Golden Rules for Everyday Life



Get vaccinated



Respect personal space



Follow guidelines



Consider people's situations  
& comfort levels



If sick, stay home



Clean your hands



Check before you travel



It's always safer  
outdoors

Our circumstances are all unique. But the things we can do to keep each other safe and support each other are the same. Follow these basics and do your part to bring us all back together again.

i

Stay Informed:  
[www.gov.bc.ca/RestartBC](http://www.gov.bc.ca/RestartBC) | 1-888-COVID19



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