

# COVID-19 Safety Plan

PENTICTON PUBLIC LIBRARY

HEATHER BUZZELL, CHIEF LIBRARIAN

## Contents

Purpose .....	3
Scope.....	3
Definitions.....	3
Understanding the Risk.....	3
Coming to work.....	3
Managing the Risk of Transmission .....	4
Cleaning and Disinfection .....	5
Public access to library.....	6
Communications/interaction with staff.....	7
24-hour quarantine of non-priority mail (non-ILL) .....	7
Protocols for staff (General) .....	7
Required training: .....	7
Exposure through Contact between employees: .....	8
Wearing Cloth/homemade masks .....	8
Contact with Public .....	8
Sharing of Tools.....	9
Use of Printers.....	9
Sharing Common Spaces with others .....	9
Sanitation of common touch surfaces and equipment at the Library Museum Building.....	9
Occupancy Limits .....	9
Use of staff room .....	10
Hallway and shared aisle etiquette.....	10
First Aid .....	10
Summary of Alterations to Facility Arrangement / Furnishing .....	10
Site Signage .....	10
Response after known contact or outbreak .....	11
Protocols for Staff – Department Specific .....	11
Office area.....	11
Contact with Public .....	11
Sharing Common Spaces with Others.....	11
Communication Signage .....	12

Effective Date	Revised Date	Authorized by	Page 1 of 20
August 4, 2020		Heather Buzzell, Chief Librarian   Penticton Public Library Board	

Circulation .....	12
Contact with Public .....	12
Cash handling .....	12
Sharing Common Spaces with Others.....	12
Circulation Services Signage.....	13
Public areas of the library .....	13
Calculating and Maintaining Occupancy Limits .....	13
Lobby.....	13
Sharing Common Spaces with Others.....	14
Lobby Signage .....	14
Auditorium .....	14
Contact with Public .....	14
Quarantine process.....	14
Sharing Common Spaces with Others.....	14
Communication Signage .....	15
Library Stacks .....	15
Contact with Public .....	15
Sharing Common Spaces with Others.....	15
Communication Signage .....	15
Public computers: .....	15
Contact with Public .....	15
Sharing Common Spaces with Others.....	16
Communication Signage .....	16
General Safe Work Procedures Applicable to Penticton Public Library Staff .....	16
References .....	17
Approval.....	17
Library Building Cleaning Checklist .....	18
MANAGERS/SUPERVISORS WORKSITE COVID-19 SAFE PRACTICE REVIEW.....	19

Effective Date	Revised Date	Authorized by	Page 2 of 20
August 4, 2020		Heather Buzzell, Chief Librarian   Penticton Public Library Board	

## Purpose

The purpose of this document is to outline the procedures and guidelines that have been put in place to minimize the risk of transmission of the COVID-19 virus. This document will be expanded on as the Penticton Public Library moves to return to normal operations.

This plan was developed using the *Infectious Disease Exposure Risk Assessment* in consultation with worker representation from the Library's Joint Occupational Health & Safety Committee.

## Scope

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

## Definitions

COVID-19 – The novel coronavirus SARS-CoV-2 first identified in late 2019 that causes a respiratory infection. It was declared a pandemic on 11 March 2020 by the World Health Organization.

## Understanding the Risk

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face. Higher risk situations require adequate protocols to address the risk.

The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures help mitigate this risk.

The risk of surface transmission is increased when many people contact the same surface(s), and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

With the following safety plan in place, risk of exposure to COVID-19 to staff and public is assessed as low.

## Coming to work

All employees are required to complete the Online Pandemic Screening Form prior to reporting for their shift. This form is available here:

<https://www.bistrainer.com//v1/index.cfm?action=learner.assessmentform&assessmentid=70437D310C9A3B89&linkID=75CA17ECC86B92D0>

1. You should not come to work if:
  - You display symptoms related to COVID-19. In this case, you must self-isolate for a minimum of 10 days from the onset of symptoms, or until your symptoms are completely resolved. Common symptoms are fever, dry cough, sneezing, and a sore throat.
  - You have returned from traveling to an international destination. In this situation, you must self-isolate for 14 days.

Effective Date	Revised Date	Authorized by	Page 3 of 20
August 4, 2020		Heather Buzzell, Chief Librarian   Penticton Public Library Board	

- You live in the same household as a person who is self-isolating because they either have a confirmed COVID-19 diagnosis, or are manifesting symptoms related to COVID-19.
2. You should consult with your health care provider or HealthLink BC (8-1-1) to determine if it is safe for you to come to work if:
    - You have been exposed to anyone confirmed to have COVID-19, or who displays possible symptoms of COVID-19.
    - You are part of a vulnerable population that is at increased risk of more severe outcomes: 65 or older, compromised immune system, underlying medical conditions.
    - You live in the same household as a person who is part of a vulnerable population.
  3. If you feel unsafe coming to work, discuss your concerns with your direct supervisor. Your supervisor will take every reasonable step in order to address your safety concern following the *Right to Refuse Unsafe Work Protocols*:
    - a. Report to your supervisor, should concern not be addressed
    - b. Inform JHSC who will investigate with your supervisor. Should you still have concern
    - c. You and your supervisor can contact WorkSafeBC
  4. If you become sick while at work:
    - Inform the chief librarian, library manager, or in-charge staff person, and
    - Leave the library.
    - If you cannot leave immediately:
      - Put on a mask (optional)
      - Wash your hands, and
      - Isolate yourself until you are able leave.
  5. 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.

## Managing the Risk of Transmission

### 1. Mode of Transmission

The virus that causes COVID-19 spreads 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 COVID-19 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;

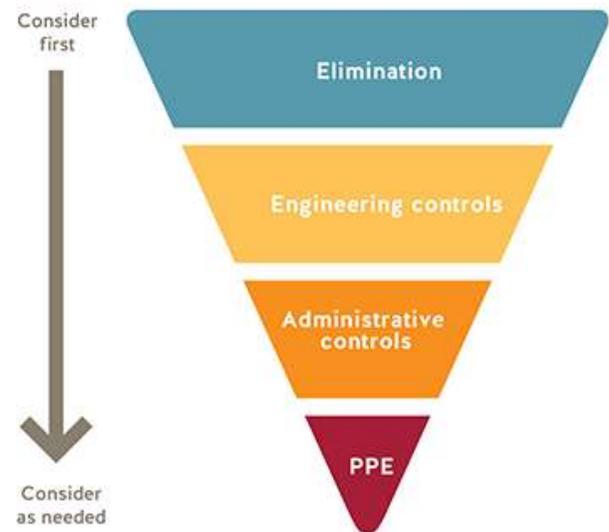
Effective Date	Revised Date	Authorized by	Page 4 of 20
August 4, 2020		Heather Buzzell, Chief Librarian   Penticton Public Library Board	

- c) Avoid touching your face;
- d) Practice social distancing of at least 2 metres between individuals.

### 3. Levels of Protection

The library will 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.
- 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.



## Cleaning and Disinfection

### Definitions

- a. **Cleaning** – The physical removal of visible soiling through the use a cleaning cloth, and water and detergent. This removes, rather than kills, viruses and bacteria.
  - 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.
2. General cleaning and disinfection is done by the janitors every evening.
  3. Enhanced cleaning and disinfection of highly touched surfaces such as door knobs, cupboard/drawer handles, book carts, telephones, and shared computer keyboards and mice should be done at least twice a day, and when visibly soiled, in addition to the general cleaning.
  4. Staff need to refer to the safety data sheets for the chemical disinfectants before they first use them.
  5. Staff should use rubber or latex (or nitrile) gloves when using a chemical cleaning solution.
  6. Under no circumstances shall anyone mix chemical disinfectants, either in a container or on a surface. Dangerous fumes or chemical reactions may result.

Effective Date	Revised Date	Authorized by	Page 5 of 20
August 4, 2020		Heather Buzzell, Chief Librarian   Penticton Public Library Board	

## Public access to library

- The library will take a phase approach to restore services and public access to its physical location in alignment with the provincial restart plan, and in consultation with provincial and regional health authorities, and local governments.
- Restrictions to limit access to the library's spaces and services will be implemented to manage risk and will change over time. The timing of the restoration of service levels, and easing of restrictions, will vary depending on the nature of the service.
- Hours that the physical location of the library is open to the public will be limited so staff can focus on assisting patrons and implementing risk mitigation strategies during these hours. Over time, the hours of operation will be extended in a phased approach.
- A minimum of 4 staff members will be in the facility at all times when the library is open to the public.
- The amount of available seating and public computers will be reduced to promote physical distancing.
- The library will use best practices from other sectors, such as grocery stores, to manage public access to its collections and services.

### Online and phone:

- The Library is available by phone Tuesday to Saturday from 9:30 am to 4:30 pm
- The Library encourages the use of our online resources found through the Library's website: [www.pentictonlibrary.ca](http://www.pentictonlibrary.ca) – the most up-to-date information on Library programs and services can be found here.

### In Person:

- When visiting the Library access will be restricted to the Library's COVID-19 Occupancy limit.
- When first entering the Library, please sanitize hands using the supplied hand sanitizer dispenser at the entry door.
- Please follow all directions from staff, floor markings, and floor plans for everyone's safety.
- Personal masks are not required, but may be worn at the discretion of each person.
- Personal gloves are not required, and patrons will be asked to sanitize gloves as they would their hands prior to entering the library.
- If patrons are experiencing any COVID-19 symptoms, stay home and contact the Library via phone or email.

Area	Hours open to the Public	By appointment
Circulation	12 to 4 pm	
Public access Computers	12 to 4 pm	
In-depth Reference services		12 to 4 pm

Effective Date	Revised Date	Authorized by	Page 6 of 20
August 4, 2020		Heather Buzzell, Chief Librarian   Penticton Public Library Board	

<b>Children's Library</b>	12 to 4 pm	
<b>Library Takeout</b>	9:30 to 11:30 am Wed & Thur	

Public Occupancy Limits:

<b>Public areas</b>	<b>Maximum occupancy</b>
<b>Library (total occupancy)</b>	30 members of the public total
<b>Children's Library</b>	10 members of the public or 2 families
<b>Library stack</b>	2 per row
<b>Children's Library stacks</b>	1 per row
<b>Public washrooms</b>	1 (or 1 family group consisting of 1 adult and children)
<b>Public Access computers (30 minute limit per day)</b>	4 (first come, first serve)

### Communications/interaction with staff

- Occupancy limits will be posted at the entrance to the library and in certain areas, such as the children's library.
- Details about access to library services will be posted on the library's website and social media feeds, and will be sent to local media and local governments.
- Ambassador staff will greet visitors when they enter the library, direct them to use the disinfectant spray on their hands before proceeding, and ask if they need any assistance.
- Visits with a staff member are by appointment only.
- Mail and document delivery are to be dated and placed in the auditorium as designated quarantine site.
- Contractors and city staff performing work onsite are expected to follow good hand hygiene and social distancing protocols.

### 24-hour quarantine of non-priority mail (non-ILL)

- Mail / other document submittals that are not priority are to be left untouched by staff for a period of 24 hours prior to being handled
- If there is priority mail / other documents that must be handled – this should be done in accordance with the "Handling and Transferring of materials between staff and public" safe work procedure.

### Protocols for staff (General)

#### Required training:

- Risks of exposure to COVID-19, and the signs and symptoms for the disease

<b>Effective Date</b>	<b>Revised Date</b>	<b>Authorized by</b>	<b>Page 7 of 20</b>
August 4, 2020		Heather Buzzell, Chief Librarian   Penticton Public Library Board	

- Safe work procedures to be followed, including dispensing stations for alcohol-based hand rubs.
- How to seek first aid
- How to report an exposure or symptoms of COVID-19
- Location of washing facilities, including dispensing stations for alcohol-based hand rubs.
- Daily tail-gate meetings with COVID-19 as a topic

### Exposure through Contact between employees:

Staff are encouraged to minimize in-person social interaction as much as possible while practicing the following:

- Maintain social distancing of 2 meters minimum where possible during regular tasks
- Try to substitute any in person meetings to conference calls / other digital meetings
- Take lunch at staggered times to avoid congestion in lunch or break areas.
- Minimize the amount of hallway traffic – use a phone to call your co-workers rather than visiting them in their office in person
- Where social distancing is not possible, then other controls are to be implemented such as barriers and PPE

### Wearing Cloth/homemade masks

- Wearing non-medical masks are required when in the public areas and one mask will be provided by the Library. Other masks are to be worn in accordance with the relevant safe work procedure and are provided by the Library
- Some people can spread the virus when they have very mild symptoms or may be unaware they are infected. In this case, wearing a mask can help protect others by containing your own droplets from coughing, sneezing, speaking or laughing. Wearing a cloth mask will not protect you from COVID-19 but it is a good option in situations where you cannot keep a safe distance from others for an extended period such as when you are on transit, getting a haircut or visiting someone indoors
- Any mask, no matter how efficient at filtration or how good the seal, will have minimal effect if it is not used together with other preventive measures, such as frequent hand washing and physical distancing

### Contact with Public

- If staff are required to meet with public and cannot maintain a 2 metre distance – they are required to wear a non-medical mask and may be required to wear gloves and protective eyewear as determined by the risk assessments. Staff are also required to sanitize their hands prior to returning to work stations.

Effective Date	Revised Date	Authorized by	Page 8 of 20
August 4, 2020		Heather Buzzell, Chief Librarian   Penticton Public Library Board	

### Sharing of Tools

- Staff should avoid sharing common tools such as pens, pencils and other administrative paraphernalia
- If tools are shared, ensure to wash hands and sanitize the tools in between uses

### Use of Printers

- The printers are shared by various staff and as such should be disinfected prior to each use on their common touch surfaces. Cleaning solution, paper towels, and a garbage receptacle will be provided
- Do not spray electronics directly with cleaning solution. Apply the solution first to a towel and then wipe down the surfaces with the moistened towel
- Wash or sanitize hands after using shared tools

### Sharing Common Spaces with others

#### Sanitation of common touch surfaces and equipment at the Library Museum Building

- Facilities staff will ensure washrooms areas are wiped down twice a shift
- Library staff are to ensure all hard surfaces in the circulation and public computer areas (including catalogue computers) will be wiped every hour or sooner if needed when open to the public.
- All common high touch areas will be wiped down in accordance with facilities disinfection schedule at least twice per day
- Staff are encouraged to sanitize their individual workstations once per day with the supplied disinfectant
- Staff who utilize the printers must disinfect the workstation prior to each use. See “Use of Printers”
- After use Staff must sanitize staff washrooms: taps, soap dispenser, sink, toilet, and urinal with supplied disinfectant

### Occupancy Limits

- Staff must adhere to occupancy limits posted on the doors of common meeting rooms, lunchrooms, etc. See specific area.

Staff Spaces	Maximum Occupancy
Office lobby area	4
Technical services	5
Work Room (General office)	5
Staff room	3 total (2 at table)
Men’s washroom (staff)	2
Women’s Washroom (staff)	2

Effective Date	Revised Date	Authorized by	Page 9 of 20
August 4, 2020		Heather Buzzell, Chief Librarian   Penticton Public Library Board	

## Use of staff room

- Staff are encouraged to use their own dishes and flatware, and clean at home
- When using the kitchen, the number of staff in the room must not exceed the room's occupancy.
- Staff must sanitize the common touch surfaces they have been in contact with after using the kitchen (including furniture, tabletops, appliances, etc.).
- Use the supplied disinfectant / solution to disinfect common touch surfaces. Counters where food is prepared should also be wiped with a clean wet cloth or paper towel after it has been disinfected.
- Wash your hands after disinfecting surfaces.

## Hallway and shared aisle etiquette

- Do not pass others in hallways, aisles or stairways where it is not possible to maintain 2m social distancing. In such cases, be polite, step aside and provide right-of-way by stepping into a doorway and waiting your turn to proceed.

## First Aid

- First Aid Attendant is Lisa Plourde
- First Aid kits are in the cupboard above the sink in the work room and should only be accessed by First Aid Attendant

## Summary of Alterations to Facility Arrangement / Furnishing

- Markers installed on the floor to indicate where public are to stand when approaching the circulation desk
- Plastic barriers installed at circulation desks and information desk where customers will interact with staff
- Chairs and tables removed from common spaces except as required (i.e. plastic chairs installed at public computers)

## Site Signage

#	Location	Sign Content
1	Office lobby area	"Occupancy Limit"
2	Technical services	'Occupancy Limit"
3	Work Room (General office)	"Occupancy Limit"
4	Staff room	"Occupancy Limit"
5	Men's washroom (staff)	"Occupancy Limit"
6	Women's Washroom (staff)	"Occupancy Limit"

## Response after known contact or outbreak

A known contact is a confirmed case of COVID-19 determined by a positive COVID-19 test. The Penticton Public Library may be notified by Interior Health, City of Penticton or by a staff member who has been informed of their test results.

Close contact refers to physical contact with another person, for example shaking hands or hugging. When people cough or sneeze droplets may deposit on their skin or clothing, especially if they cough or sneeze into their hands. People who are carriers of SARS-CoV-2 may transfer the virus from their hands or clothing to others during close contact.

- Known contact must self-isolate for a minimum of 10 days, your fever has resolved, and you are feeling better
- Those that have been in close contact with the known case and do not exhibit symptoms must self-isolate for 14-days. Should symptoms develop, the person must self-isolate for 10-days or if cleared by a COVID-19 test
- Inform the Chief Librarian immediately of positive test results
- Senior OHS Representative will contact Interior Health if contact has not already been made
- The immediate work area is to be disinfected
- If work materials cannot be easily disinfected such as papers, cloths and fabrics on chairs must remain untouched for 24-hours
- The Penticton Public Library will follow all direction provided by the health authority

## Protocols for Staff – Department Specific

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

### Office area

#### Contact with Public

- Office area will be closed to the public
- Appointments with Librarians and staff is by appointment only
- Meetings with public will be held in the Staff room outside of break hours.

### Sharing Common Spaces with Others

Office areas	Maximum Occupancy
Chief Librarian's Office	4
System Librarian's Office	2
Adult Services Librarian's Office	3
Work Room (General office)	5
Technical Services	5

Effective Date	Revised Date	Authorized by	Page 11 of 20
August 4, 2020		Heather Buzzell, Chief Librarian   Penticton Public Library Board	

<b>Youth Services Librarian's Office</b>	1
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## Communication Signage

#	Location	Sign Content
1	Chief Librarian's Office	"Occupancy Limit"
2	System Librarian's Office	"Occupancy Limit"
3	Adult Services Librarian's Office	"Occupancy Limit"
4	Work Room (General office)	"Occupancy Limit"
5	Technical Services	"Occupancy Limit"
6	Youth Services Librarian's Office	"Occupancy Limit"

## Circulation

Maximum of 3 staff to work 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
- Patrons are expected to wait in line on social distance markers
- Items returned to the library but not place in the drop box are to be returned in a bin outside the Library doors and moved into quarantine every hour
- Non-priority mail or leaflets will be held for 24 hours
- Cash/document handling staff to limit touch points during transaction and clean hands/touch points at conclusion of interaction
- Customer service stations clean with cloth and spray every 3rd customer

## Cash handling

- *Gloves should be worn when handling only high volume of cash consistently through shift*
- Patrons will be notified that we cannot give change for cash transactions.
- If they do not have exact change to pay their fine, the fine will be allowed to stand until the next time the patron comes into the Library. Partial repayments will be accepted.
- Wash hands or disinfect before and after removing gloves
- Handle the books or the cash but not both. Avoid touching library books and library cards by holding scanners through the pass-through to scan library cards and books.

## Sharing Common Spaces with Others

Circulation	Maximum Occupancy Staff	Maximum Occupancy Public
<b>Check out desk</b>	1	1 per "stand here" or 1 family group
<b>Registration desk</b>	1	1 or 1 family group

<b>Effective Date</b>	<b>Revised Date</b>	<b>Authorized by</b>	<b>Page 12 of 20</b>
August 4, 2020		Heather Buzzell, Chief Librarian   Penticton Public Library Board	

Sorting/Shelving area	1	0
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### Circulation Services Signage

#	Location	Sign Content
1	Check out desk	“Occupancy Limit”
2	Registration desk	“Occupancy Limit”
3	Sorting/Shelving area	“Occupancy Limit”

## 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 m <sup>2</sup>	Occupancy limit	
Main Library	150	30	Incl reference & public computers
Children’s Library		10	Or 2 family groups

### Lobby

Markers will be placed 2 meters apart in the lobby for patrons to wait until the library opens. Entry to the building will be via the south entrance (big parking lot) the exits will be to the west and east entrances – these doors will remain locked to outside.

Effective Date	Revised Date	Authorized by	Page 13 of 20
August 4, 2020		Heather Buzzell, Chief Librarian   Penticton Public Library Board	

## Flow of traffic

- To facilitate one direction flow of traffic the Ambassador or Security guard will direct people to exits (they cannot return to the big parking lot via the south door.)
  - Exceptions will be made for patrons with mobility concerns.
- Public washrooms will be monitored by the security guard and will be locked. Additionally they will only be accessible to Library or Museum patrons.

## Sharing Common Spaces with Others

Circulation	Maximum Occupancy Public
Lobby area	15 total 1 per “stand here”
Men’s washroom (public)	1 or 1 family
Women’s washroom (public)	1 or 1 family

## Lobby Signage

#	Location	Sign Content
1	Lobby area	“Occupancy Limit”; general COVID-19 signage
2	Registration desk	“Occupancy Limit”
3	Sorting/Shelving area	“Occupancy Limit”

## Auditorium

### Contact with Public

- The Auditorium will be closed to the public
- The auditorium is only in use for quarantining materials that have been returned to the library. Quarantine will be for 72 hours minimum.

### Quarantine process

- Per SWP 2020-01 – Library Takeout.
- Workers wear rubber gloves to empty book drop bins onto tables. One pair of gloves per worker.
  - After book drop is empty:
    - workers wash the gloves in auditorium sink and sanitize them using surface sanitizer.
    - Worker sanitizes the handle of the book drop for replacement.
- Workers wash hands prior to beginning task of sorting and checking in returned material and after task is complete.
- Items must be quarantined for a minimum of 72 hours prior to check in and returning to circulation.

## Sharing Common Spaces with Others

Corporate Services and Communication Spaces	Maximum Occupancy
Auditorium	10

Effective Date	Revised Date	Authorized by	Page 14 of 20
August 4, 2020		Heather Buzzell, Chief Librarian   Penticton Public Library Board	

<b>Auditorium kitchen</b>	2
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#### Communication Signage

#	Location	Sign Content
1	Auditorium	"Occupancy Limit"
2	Auditorium kitchen	"Occupancy Limit"

#### 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.
- Aisles will be given one-way access. Patrons encouraged to browse rapidly – 30-minute maximum stay.
- Staff helping patrons in the stacks to maintain 2 meters' social distance or don PPE where that is not possible.
- Pages shelving material must do so when the library is not open to the public or block off the aisles while shelving.
- Hand sanitizing stations placed in high contact areas – new books, children's library and stacks.

#### Sharing Common Spaces with Others

Corporate Services and Communication Spaces	Maximum Occupancy
<b>Stacks</b>	2 per aisle

#### Communication Signage

#	Location	Sign Content
1	Stacks	"Occupancy Limit"

#### Public computers:

Public computers will be made available through first come first serve (FCFS) from 12 to 4 pm. Public computers will be spaced minimum distance apart and session lengths will be 30 minutes. Public Computers will be sanitized per schedule.

#### Contact with Public

- Staff helping patrons on the computers to maintain 2 meters' social distance or don PPE (mask and face guard) where that is not possible.
- Staff will wipe down computer keyboards and mice at minimum twice a shift.

<b>Effective Date</b>	<b>Revised Date</b>	<b>Authorized by</b>	<b>Page 15 of 20</b>
August 4, 2020		Heather Buzzell, Chief Librarian   Penticton Public Library Board	

### Sharing Common Spaces with Others

Corporate Services and Communication Spaces	Maximum Occupancy
Public Access Computers	1 per computer

### Communication Signage

#	Location	Sign Content
1	Public Access Computers	Occupancy limit

## General Safe Work Procedures Applicable to Penticton Public Library Staff

The following procedures and programs are applicable to Penticton Public Library staff:

- ECP - COVID-19
- First Aid Program
- First Aid -001 COVID-19 SWP
- HandWashingInstructionsv4\_BCCDC
- Cleaning work stations and work areas
- How-To-Safely-Remove-Your-Disposable-Gloves
- Social-Distancing-When-its-Not-Possible-CoP

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*Other Health & Safety Considerations:*

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- If you require first aid, please see the First Aid Attendant
- If you have been exposed to COVID-19 or show symptoms of COVID-19 contact the Chief Librarian or your supervisor if she is not available.
- Handwashing facilities are located in the General Office (work room).
- **If you have any concerns about your safety as we develop our COVID-19 protocols, ensure that they are known to the Health & Safety Committee. The members are:**
  - Leah Stubbings & Joyce Chen (CUPE 608 – Library)
  - Dan Lerch & Julia Cox or Stephanie James (Exempt)

Effective Date	Revised Date	Authorized by	Page 16 of 20
August 4, 2020		Heather Buzzell, Chief Librarian   Penticton Public Library Board	

## References

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Monitoring

## Approval

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(Name and Title)

(Signature)

(Date)

Effective Date	Revised Date	Authorized by	Page 17 of 20
August 4, 2020		Heather Buzzell, Chief Librarian   Penticton Public Library Board	

Library Building Cleaning Checklist

Library Building Cleaning Checklist				
Number of Times	Time/Staff	Date		
1			All Administration Door Handles	
After Shift			Shared Counter, phones, keyboards and mouse, Photo Copier	
After Use			Washrooms , toilet , taps, soap dispenser, sink and urinal	
After Use			Lunch Room Counter, microwave, coffee machine, dishes, table and chairs, counters, equipment	
2			Public Computers keyboards and mice	

## MANAGERS/SUPERVISORS WORKSITE COVID-19 SAFE PRACTICE REVIEW

Date: \_\_\_\_\_ Department/Division \_\_\_\_\_  
 Location: \_\_\_\_\_

Met with the following staff:

1.	2.	3.	
4.	5.	6.	
7.	8.	9.	
Yes	No	N/A	
			All staff at the worksite were following regular safe work practices
			All contractors working with crew at the worksite were following safe work practices
			Staff were observed more than two meters (six feet) away from one another or they had protective contact measures in place. If workers are unable to work greater than two meters apart depending on the task i.e. traveling in same vehicle - workers wearing masks.
			Do staff have easy access to at least one of the following safety cleaning/disinfectant supplies on site: <ul style="list-style-type: none"> <li>• Disposable disinfectant cloth or spray disinfectant and/or paper towel</li> <li>• Washrooms with soap and water or hand sanitizer</li> <li>• Water jug filled with water and access to soap</li> </ul>
			Staff and contractors at the specific work location were not displaying any flu like symptoms (coughing/sneezing, fever, difficult breathing).

The following safety behaviours were observed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Reviewed/Discussed Key COVID-19 Preventative Measures:

- Wash your hands often with soap and water or alcohol-based hand sanitizer.
- Sneeze and cough into your sleeve. If you use a tissue, discard immediately in the trash and wash your hands afterward
- Avoid touching your eyes, nose, or mouth with unwashed hands
- Avoid contact with people who are sick
- Stay home if you are sick
- Avoid high-touch areas, where possible, or ensure you clean your hands after
- Disinfect tools that are being used frequently by multiple employees
- If you are ill, notify your supervisor immediately, complete the Covid-19 self-assessment test, call 8-1-1 or your general practitioner and follow the instructions you get
- Physical Distancing -Importance of maintaining two meters (six feet) away from one another

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Version	Author	Date	Description of Version (include reason for revision)
Draft	Heather Buzzell	July 10, 2020	Draft
	Heather Buzzell	July 15, 2020	Draft v.2
v.1	Heather Buzzell	July 21, 2020	Sent for approval