

	<b>Taylor Public Library</b>		
<b>POLICY GROUP</b> <b>Operations/Safety</b>	<b>ADOPTED</b> <b>June 11, 2020</b>	<b>LAST REVISED</b>	
<b>COVID-19 Safe Work Plan/Policy for Taylor Public Library</b>			

### **Purpose and Scope:**

In compliance with WorkSafe BC requirements, this COVID-19 safety plan outlines the policies, guidelines and procedures, which have been put in place to reduce the risk of transmission of this virus between staff and patrons.

\*\*All safety procedures follow Federal and Provincial health & safety guidelines.

### **COVID-19 Transmission:**

The COVID 19 virus causes infections of the nose, throat and lungs and transmission is most common through an infected person by:

- Respiratory droplets generated when they cough or sneeze
- Close personal contact, such as touching or shaking hands
- Touching objects or surfaces with the virus on it, then touching your mouth, nose or eyes

### **Risk Assessment/Managing Transmission**

#### **Coming to Work**

1. You should not come to work if:
  - a. You display COVID-19-like symptoms. 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.
  - b. You have returned from traveling according to Federal and/or Provincial Health guidelines. In this situation, you must self-isolate for 14 days.
  - c. 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:
  - a. You have been exposed to anyone confirmed to have COVID-19, or who displays possible COVID-19-like symptoms.

- b. 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.
  - c. You live in the same household as a person who is part of a vulnerable population.
3. If you feel unsafe coming to work but do not fit the descriptions in paragraphs 1 or 2, and your work duties have not been suspended, you can choose to not come to work by:
  - a. Taking unpaid leave **or**
  - b. Using your available vacation leave
4. If you display COVID-19-like symptoms:
  - a. Inform the Library Director and leave the library.
  - b. If you cannot leave immediately:
    - i. Put on a mask,
    - ii. Wash your hands, and
    - iii. 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.
6. If regular work duties have been suspended due to the COVID-19 provincial state of emergency, staff can request that a record of employment be issued so they can apply for federal and/or provincial relief benefits.

## **At Work**

Follow the *Spread Prevention Steps* document for Library staff. (Appendix A-COVID-19)

### **Best practices for handling library materials safely**

#### ***Quarantine***

The most current research (from the New England Journal of Medicine

<https://www.nejm.org/doi/10.1056/>) has found that COVID-19 will persist on cardboard surfaces for 24 hours and on plastic surfaces for up to 72 hours.

Based on this research, quarantine periods are as follows:

- Paper or plain cardboard products: minimum 24 hours
- Books covered in Mylar or other plastics: minimum 72 hours
- Plastic-based materials, ex. CDs and DVDs: minimum 72 hours
- Other items: minimum 72 hours

Items being returned should be quarantined for 24 to 72 hours before being reshelfed.

Out of an abundance of caution, individuals may wish to further quarantine materials in a bag for 24-72 hours before handling.

### ***Safe handling***

When handling materials that have been returned to the library and which may therefore be contaminated, staff should wear gloves. After handling materials, staff should remove gloves properly and safely and wash their hands for at least 20 seconds.

When handling materials to be circulated to customers, staff should wear gloves and masks to minimize the risk of transmitting the virus.

### ***Cleaning***

We will use appropriate types of disinfectants according to Federal and/or Provincial Health guidelines and type of library materials, such as:

- a. *1:100 Bleach Solution* (5 ml (1 teaspoon) bleach to 495 ml (2 cups) water) – used to disinfect collections material, counters, handles and furniture.
- b. *70% + Isopropyl Alcohol* – used to disinfect electronics and screens, and hands between washings.
- c. *Disinfectant Wipes* (such as Lysol or Clorox) – can be used as an alternative method to wipe down surfaces and electronics.

Disinfection of library materials with liquid disinfectants is not recommended. Paper covers can be cleaned with a microfiber cloth. Plastic covers can be cleaned with a disinfectant wipe.

High-touch surfaces should be cleaned regularly.

<h2 style="text-align: center;">Key COVID-19 Spread Prevention Steps</h2> <p style="text-align: center;"><i>Library Staff that Service the Public</i></p>	
Subject:	Prevention Steps for Library Staff that Service the Public
Description:	<p>These prevention steps have been developed to ensure the safe performance for Library staff when there is an infective outbreak such as COVID-19 or other similar viruses.</p> <p>These steps will serve to eliminate, reduce, and/or control the hazards likely to be encountered by workers performing the task.</p>
Equipment and Materials Required:	<p><b>Personal Protective Equipment:</b></p> <ul style="list-style-type: none"> <li>• Disposable gloves</li> <li>• Non-medical face masks</li> </ul> <p><b>Supplies:</b></p> <ul style="list-style-type: none"> <li>• Plexiglass or equivalent sneeze/cough guard</li> <li>• Signage</li> </ul>
Prevention Steps/Procedure:	<p><b>General Procedures:</b></p> <ol style="list-style-type: none"> <li>1. Social/Physical distancing is the essential strategy for the control of any infectious diseases, especially if they are respiratory infections.</li> <li>2. Greeting each other in a positive contactless manner instead of a handshake (ensuring that you are two meters away).</li> <li>3. Wash your hands often with soap and water for at least 20 seconds. Alcohol-based sanitizer is also effective.</li> <li>4. Avoid touching your eyes, nose, and mouth with unwashed hands or gloved hands.</li> <li>5. Cover your cough or sneeze with a disposable tissue, then throw the tissue in the trash or use the crease of your elbow when you sneeze.</li> <li>6. Maintain social distancing rules according to Federal and/or Provincial Health directives/guidelines.</li> <li>7. Clean and disinfect frequently touched objects and surfaces i.e. door handles, light switches, tables, keyboards, phones handles, etc.</li> </ol>

## APPENDIX A-COVID-19

	<ol style="list-style-type: none"><li>8. Inform your supervisor if you have had a positive COVID-19 test results so that we can contact trace and inform others to self-isolate.</li><li>9. Stay home and self-isolate when you are displaying COVID-19-like or flu like symptoms.</li><li>10. Avoid close contact meetings, use tools such as conference calls and virtual meetings.</li><li>11. Self-screen before you come to work.</li><li>12. Embrace change, as things are changing daily. Expect regular communications from your supervisor as you will need to be prepared to adjust your routines.</li><li>13. Locate workstations 2m apart. When this is not possible, install protective barriers or screens.</li><li>14. Clean and disinfect your work station before moving to your next task</li><li>15. Wellness questions will be asked of employees to ensure no one is sick.</li></ol> <p><b><i>Curbside Procedures:</i></b></p> <ol style="list-style-type: none"><li>16. Pick up is contactless. Staff bring bagged items out and place on a table. The patron then picks up the bagged item(s) from the table. Wear gloves when bringing bagged item(s) out to patrons.</li><li>17. Wear gloves and mask if and when it's necessary to go outside to maintain the line of patrons waiting for pick-up.</li><li>18. Wear gloves when putting book return items into quarantine area.</li><li>19. Book return items are quarantined for 24 to 72 hours. Quarantined items are stored away from high traffic areas and are clearly labelled.</li><li>20. After 72 hours in quarantine, the books can be checked in and re-scheduled (no gloves needed).</li></ol>
<b>Preventative Measures in Place</b>	<ol style="list-style-type: none"><li>1. Implementation of passive screening (elimination control). Patrons will be encouraged to self-assess their symptoms before they enter the building. Signage will be posted at the front door instructing patrons with COVID-19-like symptoms or who have recently travelled outside of Federal and/or Provincial guidelines</li></ol>

## **APPENDIX A-COVID-19**

	<p>that they should not come into the building. Instead, they should go back to their car or home and call their physician for guidance.</p> <ul style="list-style-type: none"><li>2. Physical barriers including plexiglass shields (engineering controls). Front counters will be equipped with a 'sneeze' shield to provide a barrier between a patron and yourself.</li><li>3. Signage encouraging physical distancing and hand hygiene (administrative controls).</li><li>4. Increased cleaning and disinfecting work areas.</li></ul>
--	---