

Perth and District Union Public Library

COVID19 Safety and Services Plan

COVID19 Response Framework - Library Services Plan

This summarizes the library's services plan under Ontario's COVID19 Response Framework.

	Green - Prevent	Yellow - Protect	Orange - Restrict	Red - Control	Grey - Lockdown	Provincewide Shutdown
Health & Safety Protocols	all health and safety protocols outlined in safety plan adhered to at all levels					
Building Access & Physical Layout	patrons, staff and volunteers can access the building, following safety plan protocols. Maximum of 50 persons in the library building at any one time.			no access to building for patrons except for computer access (maximum of 5 persons). No access for volunteers, co-op students and OWLS Tutors. Staff can access the building, following safety plan protocols		no access to building for patrons, volunteers, co-op students and OWLS Tutors. Staff can access the building, following safety plan protocols
Physical Collections	patrons can physically browse, following safety plan protocols			curbside pickup, no patron access to collections. Interlibrary loan suspended.		
Washrooms (patrons)	all washrooms available, following safety plan protocols			downstairs washrooms only available, following safety plan protocols		no washroom access
Computer Access	patrons can use computers, following safety plan protocols			maximum of 5 patrons at any one time can use computers, following safety plan protocols, must pre-register for a timeslot		no computer access
In-Person Programs	Programs available, limited to 10 persons, including staff or facilitator. Physical distancing must be respected and face coverings must be worn			in-person programs suspended		
Virtual Programs and Services	Virtual programs and services available.					
<i>The library's current modified hours are Monday 10am-4pm, Tuesday/Wednesday/Thursday 1-6pm, Friday and Saturday 10am-4pm.</i>						
<i>Modified hours will continue until March 31, 2021 and will be re-evaluated at that time.</i>						
<i>Hours will not changed based on the regional restrictions (e.g. visiting the library under "Prevent" or curbside pickup under "Control" will be under the same hours)</i>						

Protocols for Staff	
These protocols are applicable at all stages.	
	for staff
Health & Safety Protocols	<p>All staff are to complete screening at home before coming in to work using the province's self-screening tool and submit the library's screening form confirming completion. Signage is posted at staff entrances to this effect.</p> <p>Staff are to self-isolate at home if they or anyone in their household is sick with any symptoms described on the provincial COVID-19 Assessment Tool or if they have come into contact with anyone who has tested positive for COVID-19. The individual who is sick should visit a local Assessment Centre. Staff are to contact Erika Heesen or Julie Hansen (library assistants and pages) ASAP if they are experiencing symptoms or need to self-isolate.</p> <p>Staff may return to work after a) they or their family member receive a negative COVID19 test result and symptoms are resolving, b) they have self-isolated for 10 days and symptoms are resolving, c) if they are a contact of a positive case, when they are notified by Public Health that it is safe to return, OR d) if the household member who is sick is a child, when the child is allowed to return to school/childcare.</p> <p>If staff develop symptoms while at work, staff are to notify the CEO or person-in-charge and go home to self-isolate immediately.</p> <p>Face coverings or masks required unless exempt at all times, with limited exceptions (e.g. when eating or when physical distancing can be easily maintained, such as staff working in different areas). Signage is posted at all entrances to this effect.</p> <p>Handwashing facilities and hand sanitizer are available throughout the library. Signage regarding proper handwashing is posted at all handwashing facilities.</p> <p>Sanitizing hands upon entry (hand sanitizer provided).</p> <p>Frequent handwashing (video: https://youtu.be/o9hjmges72l) or hand sanitizing (video: https://youtu.be/sDUJ4CAYhpA)</p> <p>Everyone is encouraged to follow respiratory etiquette (e.g. don't touch your face, cover your sneeze). Video: https://www.youtube.com/watch?v=1PIdtUaWxh4</p> <p>Staff will not touch or handle patron's belongings, including computers or tablets.</p> <p>Staff are encouraged to change their clothes when they get home and wash them before re-wearing.</p>
Building Access & Physical Layout	No more than seven regular staff will be scheduled at any one time.

	<p>The nature of the work of the Library Assistants and Pages require them to be onsite to operate circulation or curbside. The Caretaker will be onsite to undertake cleaning of the building. The CEO will be onsite as the supervisor. The Coordinator will be onsite to lead the customer service team and catalogue new materials. The Library Specialists will be onsite to provide take-and-make kits and virtual programs such as Storytime/Babytime (access to stable internet and space needed). The CEO, Coordinator, and Library Specialists will work from home where their duties permit.</p> <p>All staff workstations are at a minimum 6 feet (2 meters) from any other seat or workstation. Workstations sanitized between staff members.</p> <p>Assigned work areas: CEO - CEO's office Coordinator - Fire Hall workroom Library Specialist Children & Teen - LS office (library second floor) Library Specialist Adult & Senior - LS office (library second floor). During shutdown, Friends study room (library second floor). Library Assistants - circulation desk (library first floor) and lobby (during curbside pickup)</p> <p>Plexiglass in place to separate staff from patrons while checking out materials. When the library is open to the public or operating curbside pickup, staff are to wear face shields in addition to a face covering if they are not behind plexiglass. Each staff member will have their own face shield and disinfect them between shifts.</p> <p>plexiglass in place to separate staff from each other in lunch room. No more than four persons total in the lunchroom at any one time. All staff to sanitize table and wash dishes following use. Food and utensils are not to be shared.</p>
Physical Collections	All materials are returned via the outdoor book drop and quarantined for 72 hours before being handled.
Washrooms	<p>Green-Prevent, Yellow-Protect, Orange-Restrict: two separate staff washrooms thoroughly cleaned and sanitized each day and are not available for use by the public. Disinfectant wipes are provided in each staff washroom, and every staff member sanitizes all high touch surfaces after using the washroom.</p> <p>Red-Control, Grey-Lockdown, current provincial shutdown: staff members are assigned their own washroom. Disinfectant wipes are provided in each staff washroom, and every staff member sanitizes all high touch surfaces after using the washroom.</p>

Protocols for Volunteers, Co-op Students, and OWLS Tutors

These protocols are applicable when the region is in Green-Prevent, Yellow-Protect, or Orange-Restrict. Volunteers, co-op students and OWLS Tutors do not have access to the library building in any other stage.

for volunteers, co-op students and OWLS Tutors

Health & Safety Protocols

All volunteers, students and tutors are to complete screening at home before coming in to work using the [province's self-screening tool](#) and submit [the library's screening form](#) confirming completion.

volunteers, students and tutors are to self-isolate at home if they or anyone in their household is sick with any symptoms described on the provincial COVID-19 Assessment Tool or if they have come into contact with anyone who has tested positive for COVID-19. The individual who is sick should visit a local Assessment Centre. Staff are to contact Erika Heesen or Julie Hansen (library assistants and pages) ASAP if they are experiencing symptoms or need to self-isolate. Staff may return to work after a) they or their family member receive a negative COVID19 test result and symptoms are resolving, b) they have self-isolated for 10 days and symptoms are resolving, c) if they are a contact of a positive case, when they are notified by Public Health that it is safe to return, OR d) if the household member who is sick is a child, when the child is allowed to return to school/childcare.

if volunteers, students and tutors develop symptoms while at work, they are to notify the CEO or person-in-charge and go home to self-isolate immediately.

[face coverings or masks required unless exempt](#) at all times, with limited exceptions (e.g. when eating or when physical distancing can be easily maintained, such as staff working in different areas). Signage is posted at all entrances to this effect.

Handwashing facilities and hand sanitizer is available throughout the library. Signage regarding proper handwashing is posted at all handwashing facilities.

sanitizing hands upon entry (hand sanitizer provided)

frequent handwashing (video: <https://youtu.be/o9hjmges72l>) or hand sanitizing (video: <https://youtu.be/sDUJ4CAYhpA>)

everyone is encouraged to follow respiratory etiquette (e.g. don't touch your face, cover your sneeze). Video: <https://www.youtube.com/watch?v=1PIdtUaWxh4>

volunteers, students and tutors will not touch or handle patron's belongings, including computers or tablets.

volunteers, students and tutors are encouraged to change their clothes when they get home and wash them before re-wearing.

Building Access & Physical Layout

no more than five students (OWLS Tutors) will be scheduled at any one time, and no more than two volunteers or co-op students will be scheduled at any one time.

all volunteer, student and tutor workstations are at a minimum 6 feet (2 meters) from any other seat or workstation. Workstations sanitized between volunteers, students and tutors.

	<p>assigned work areas: OWLS Tutors: upstairs programming room Co-op Student: desk in Fire Hall workroom</p>
	<p>plexiglass in place to separate co-op students from patrons while checking out materials.</p>
	<p>plexiglass in place to separate students and tutors from each other in lunch room. No more than four persons total in the lunchroom at any one time. Volunteers are not to eat at the library. Everyone to sanitize table and wash dishes following use. Food and utensils are not to be shared.</p>
<p>Washrooms</p>	<p>two separate staff washrooms thoroughly cleaned and sanitized each day and are not available for use by the public. Disinfectant wipes are provided in each staff washroom, and every staff member sanitizes all high touch surfaces after using the washroom.</p>

Protocols for the Public	
These protocols are applicable when the region is operating under Ontario's COVID19 Response Framework. The public do not have access to the library building in the provincewide shutdown.	
	for the public
Health & Safety Protocols	do not visit the library if experiencing symptoms or unwell. Signage posted at all entrances to this effect.
	face coverings or masks required unless exempt are to be worn at all times. Signage is posted at all entrances to this effect.
	Handwashing facilities and hand sanitizer is available throughout the library. Signage regarding proper handwashing is posted at all handwashing facilities.
	sanitizing hands upon entry (hand sanitizer provided)
	everyone is encouraged to follow respiratory etiquette (e.g. don't touch your face, cover your sneeze). Video: https://www.youtube.com/watch?v=1PIdtUaWxh4
Building Access & Physical Layout	patrons encouraged to limit their visit to 30 minutes or less.
	Green-Prevent, Yellow-Protect, or Orange-Restrict: maximum of 50 persons in the library building at any one time. Red-Control, Grey-Lockdown: maximum of 5 computer users in the library building
	Green-Prevent, Yellow-Protect, or Orange-Restrict: patrons can physically browse collections, following safety plan protocols Red-Control, Grey-Lockdown: curbside pickup, no patron access to collections. Access to computer area only.
	all seats and workstations are at a minimum 6 feet (2 meters) from any other seat or workstation.
	markers in place to enable physical distancing while lining up to check out books or for curbside or computer access.
	markers in place to enable physical distancing in the stacks; one person per aisle at a time.
	all high touch surfaces sanitized every two hours.
Physical Collections	all materials are returned via the outdoor book drop and quarantined for 72 hours before being handled.
Washrooms	washrooms thoroughly cleaned and sanitized before opening and all high touch surfaces sanitized every two hours when open to the public.
Computer Access	limit to one session per person per day.
	computer stations sanitized between patrons.
In-Person Programs	Green-Prevent, Yellow-Protect, or Orange-Restrict: Programs available, limited to 10 persons, including staff or facilitator. Physical distancing must be respected and face coverings must be worn Red-Control, Grey-Lockdown: in-person programs suspended

<p>In the event of a COVID19 exposure, the library will work with the Leeds, Grenville & Lanark District Health Unit and follow their direction with regards to testing, closure of the library building, and contact tracing.</p>			
<p>For further information, posters and resources, visit the Leeds, Grenville & Lanark District Health Unit website: https://healthunit.org/health-information/covid-19/business-re-opening/</p>			
<p>This plan will be reviewed monthly by the Joint Health and Safety Committee and following any change in local or regional public health measures.</p>			
<p>This plan will be communicated with library staff and Board via email, and posted on the library's website at https://www.perthunionlibrary.ca/services-during-covid19/</p>			
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	Others consulted:	Joint Health & Safety Committee, Julie Hansen, Heidi Taber, Leeds, Grenville and Lanark District Health Unit	