

	<b>GREEN-PREVENT</b> <b>(Standard Measures)</b>	<b>YELLOW-PROTECT</b> <b>(Strengthened Measures)</b>	<b>ORANGE-RESTRICT</b> <b>(Intermediate Measures)</b>	<b>RED-CONTROL</b> <b>(Stringent Measures)</b>	<b>Grey</b> <b>(Strict Measures)</b>	<b>LOCKDOWN</b> <b>Stay at home orders</b>	<b>SHUTDOWN</b> <b>Staff allowed in building</b>	<b>SHUTDOWN</b> <b>Staff ordered to stay home</b>
<b>SELECTIONS OFFERED</b>	<p>All of the services from yellow-protect and:</p> <p><b>Max of 100% capacity</b> <b>Max 3 hours per day</b></p> <ul style="list-style-type: none"> <li>1 study group in the large study room (up to 8 people)</li> <li>1 group in the program room (up to 4 people)</li> <li>1 table for a family of 4 near picture book area</li> </ul> <p><b>Limited availability</b></p> <ul style="list-style-type: none"> <li>In person Tech Help when operationally feasible</li> <li>Maker Space access when operationally feasible</li> </ul>	<p>All of the services from orange-restrict and:</p> <p><b>Max of 100% capacity</b> <b>Max 3 hours per day</b></p> <p><b>Limit of designated space</b></p> <ul style="list-style-type: none"> <li>Individual WIFI/Study 11 Adults and 3 Kids</li> <li>Group study space (2 people/group) 3 Adult and 2 Kids</li> </ul> <p><b>Limit of designated space and by time</b></p> <ul style="list-style-type: none"> <li>Internet access computers (1-hour + 1-hour extension if available) 9 Adults and 2 Kids</li> </ul>	<p>All of the services from red-control and:</p> <p><b>Max of 75% capacity</b> <b>Max 2 hour per day</b></p> <ul style="list-style-type: none"> <li>Browsing</li> <li>Book Sale</li> <li>“While you wait” Readers Advisory and Reference service with retrieval (full service)</li> </ul> <p><b>Limit of designated space</b></p> <ul style="list-style-type: none"> <li>WIFI/Study tables (individual study only) 2 Adults and 0 Kids</li> <li>Internet access computers 9 Adults and 0 Kids</li> </ul>	<p>All of the services from grey and:</p> <p><b>Max of 50% capacity</b> <b>Max 1 hour per day</b></p> <ul style="list-style-type: none"> <li>“While you wait” Readers Advisory and Reference service with retrieval (full services reduced time, ie. up to 10 items)</li> <li>Holds (self-retrieval)</li> </ul>	<p>All of the services from lockdown and:</p> <p><b>Max of 25% capacity</b> <b>Max 1 hour per day</b></p> <ul style="list-style-type: none"> <li>In person membership service</li> <li>Internet access computers 9 Adults and 0 Kids</li> <li>Printing/copying services</li> <li>Individual WIFI/Study (asked to log into a computer for timer)</li> <li>“While you wait” staff retrieval service (Author/Title retrieval only. Service must be brief i.e. 3-5 items)</li> </ul>	<p>Open Hours: Tues-Thurs 11am-7pm Fri-Sat 11am-5pm Sun-Mon CLOSED</p> <p><b>Curbside Pickup/Return only – No customers inside</b></p> <ul style="list-style-type: none"> <li>Holds (staff retrieval)</li> <li>Garbage tag sales</li> <li>3D printing pickup</li> <li>printing pickup</li> <li>Telephone staff retrieval service</li> </ul>	<p>Operation Hours: Tues-Thurs 11am-7pm Fri-Sat 11am-5pm Sun-Mon CLOSED</p> <ul style="list-style-type: none"> <li>Telephone/Online Card renewal, new memberships</li> <li>Virtual Programs</li> <li>Telephone Readers Advisory, Reference Service and Tech Help</li> </ul>	<p>Note: Capacity is square meters available for the public divided by 8 rounded down to the nearest whole number.</p> <p>Note: normal hours of operation: Mon CLOSED Tues-Thurs 9:30am-9pm Fri-Sat 9:30am-5pm Sun- 1pm-5pm</p>

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<b>C U S T O M E R P R E C A U T I O N S</b>	<ul style="list-style-type: none"> <li>• Temporary face covering policy</li> <li>• Physical distancing markers throughout building</li> <li>• No gatherings/meetings of more than 10 people</li> <li>• Hand sanitizer available</li> <li>• Verbal screening confirmation</li> <li>• Line management for face covering and distance</li> <li>• Sanitize high touch points, internet access computers and study spaces regularly</li> <li>• <b>Accommodations available on an individual basis</b></li> </ul>	<p>Measures from green-prevent.</p> <ul style="list-style-type: none"> <li>• Sanitize self-checkout machine, internet access computers and study spaces regularly (every 30 min) and as requested.</li> </ul>	<p>Measures from yellow-protect and:</p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p>Measures from orange-restrict and:</p> <ul style="list-style-type: none"> <li>• No gatherings/meetings of more than 5 people</li> </ul>	<p>Measures from red-control and:</p> <ul style="list-style-type: none"> <li>• 9 customer capacity for computers and studying</li> <li>• No gatherings/meetings in person</li> <li>• Membership services encouraged to be done over the phone or online</li> </ul>	<p>Measures from Grey and:</p> <ul style="list-style-type: none"> <li>• No customers allowed inside the building</li> <li>• Membership services must be done online or over the phone</li> <li>• Simple card renewals can be done in person at door (if set up allows)</li> <li>• Fines that are “no questions asked” can be accepted, but any questions will be directed to call for service</li> </ul>	<p>Measures from lockdown and:</p> <ul style="list-style-type: none"> <li>• Automatic extension of due dates until the end of the shutdown</li> </ul>	

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**INTERNAL ONLY**

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<b>S T A F F P R E C A U T I O N S</b>	<ul style="list-style-type: none"> <li>• Online staff screening tool</li> <li>• 2M distancing for staff workstations and customer service points</li> <li>• COVID Time Away protocol in effect</li> <li>• Face covering policy</li> <li>• Hand sanitizer available</li> <li>• Staff encouraged to wash their hands frequently</li> <li>• No gatherings of more than 10 people (using zoom for meetings)</li> <li>• Staff break room capacity of 10 but only 4 spots for meals. (i.e. 4 people eating, up to 6 passing through, using microwave, getting water etc.)</li> <li>• Staff are encouraged to eat at their desk or outside if able.</li> </ul>	<p>Measures from green-prevent and:</p> <ul style="list-style-type: none"> <li>• Staff required to sanitize before using a work station</li> <li>• Virtual meetings for groups larger than 6 people</li> <li>• Staff break room capacity of 6 but only 4 spots for meals. (i.e. 4 people eating, up to 2 passing through, using microwave, getting water etc.)</li> </ul>	<p>Measures from yellow-protect and:</p> <ul style="list-style-type: none"> <li>• Virtual meetings for groups larger than 4 people</li> <li>• Staff break room capacity of 4.</li> <li>• No use of shared cups, mugs, plates, bowls, or cutlery.</li> </ul>	<p>Measures from orange-restrict and:</p> <ul style="list-style-type: none"> <li>• Use of MyPC software to help track computer/study use.</li> </ul>		<p>Measures from red-control and:</p> <ul style="list-style-type: none"> <li>• Alternate work arrangements where available.</li> <li>• Only staff essential to run services in the building.</li> </ul>		<p>Note: the 4 spaces for meals are greater than 2M distanced from each other.</p>

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