

HR-A08	COVID-19 SAFETY PLAN		
APPROVED	At the regular Board meeting held on 17 June 2020.	EFFECTIVE	2020
AMENDED		NEXT REVIEW	2021

PURPOSE

In compliance with WorkSafe BC requirements, this COVID-19 safety plan outlines the policies, guidelines and procedures that have been put in place to reduce the risk of COVID-19 transmission so that the Cranbrook Public Library can return to safe operation.

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.

COMING TO WORK

1. You should not come to work if:
 - i. 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, and a sore throat.
 - ii. You have returned from traveling to an international destination. In this situation, you must self-isolate for 14 days.
 - iii. 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 to determine if it is safe for you to come to work if:
 - i. You have been exposed to anyone confirmed to have COVID-19, or who displays possible symptoms of COVID-19.
 - ii. 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.
 - iii. You live in the same household as a person who is part of a vulnerable population.
3. For the duration of the provincial state of emergency related to COVID-19, 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:
 - i. Taking paid leave by using your available sick leave bank or vacation leave, or
 - ii. Taking unpaid leave.
4. If you become sick while at work:
 - i. Inform the chief librarian, deputy librarian, or most senior person present, and
 - ii. Leave the library.
 - iii. If you cannot leave immediately:
 - ◆ Put on a mask,
 - ◆ 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.

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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.

MANAGING RISK OF TRANSMISSION

1. Mode of Transmission

The virus that causes COVID-19 spreads in several ways, including:

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

2. Reducing Risk of Transmission

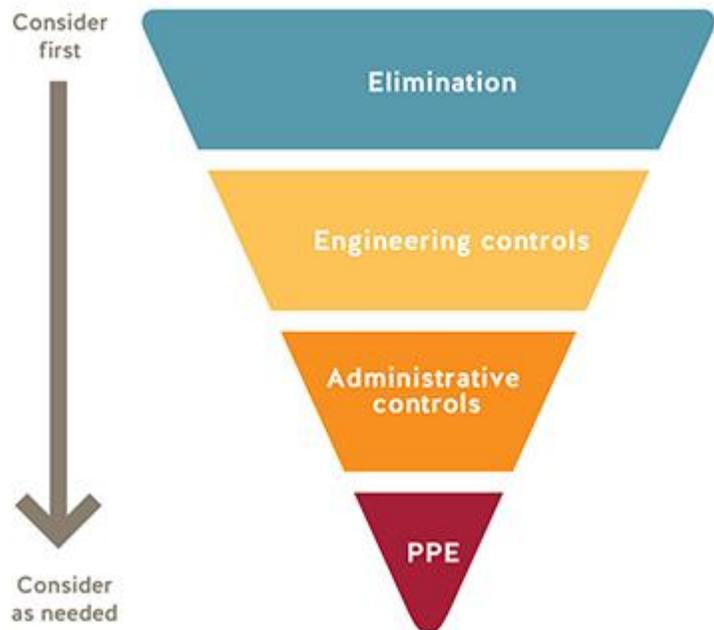
You can reduce the risk of transmission of COVID-19 in any situation you encounter in the workplace by following the general guidelines recommended by WorkSafe BC, the BC Centre for Disease Control, and Health Canada:

- i. Wash hands often, or sanitize them with an isopropyl alcohol-based sanitizer;
- ii. Sneeze or cough into your elbow;
- iii. Avoid touching your face;
- iv. Practice physical 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.

- i. *Elimination* – Policies and procedures to keep people at a safe physical distance from one another.
- ii. *Engineering Controls* – Installation of barriers to separate people in situations where one cannot maintain physical distancing.
- iii. *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.
- iv. *Personal Protective Equipment (PPE)* – The use of non-medical masks and gloves if the first three levels of protection cannot adequately control the risk.



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CLEANING & DISINFECTION

1. Definitions

- i. *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.
 - ii. *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 of highly touched surfaces 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 computer keyboards and mice should be done at least twice a day, and when visibly soiled, in addition to the general cleaning.
 4. There are three types of disinfectants used at the library:
 - i. *1:100 Bleach Solution* (5 ml (1 teaspoon) bleach to 495 ml (2 cups) water) – used to disinfect collections material, counters, handles and furniture.
 - ii. *70% + Isopropyl Alcohol* – used to disinfect electronics and screens, and hands between washings.
 - iii. *Disinfectant Wipes* (such as Lysol or Clorox) – can be used as an alternative method to wipe down surfaces and electronics.
 5. Staff need to refer to the safety data sheets for the chemical disinfectants before they first use them.
 6. Staff should use rubber or latex gloves when using a bleach solution.
 7. Under no circumstances shall anyone mix chemical disinfectants, either in a container or on a surface. Dangerous fumes or chemical reactions may result.

SPECIFIC SAFETY PROTOCOLS

1. The COVID-19 Safety Protocols identify potential risks and set out mitigation strategies for spaces, activities, services and programs including:
 - i. Areas within Library – Entrance and Welcome desks, washrooms, teen section, Information Desk, Idea Lab, the Atrium, adult collections, Reading Room area, Fireplace Lounge, children’s library, audio-visual section
 - ii. Member & Circulation Services – greeting, new memberships, account management, check-out, holds, homebound, interlibrary loans
 - iii. Returns – check-in, repairs, shelving, shelf-reading
 - iv. Information Services – reference questions, readers’ advisory, computer/technology assistance, digital collections assistance, invigilation
 - v. Programs & Outreach – programming for all ages, marketing, community events, managing the library’s website, catalogue and social media platforms
 - vi. Technical Services – acquisitions, cataloguing, processing, collection management, serials
 - vii. Administrative Services – office administration, bookkeeping, information technology network

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PUBLIC ACCESS TO LIBRARY

1. The library will take a phased approach to restore services and public access to its physical location in alignment with the provincial restart plan, and in consultation with health authorities and local governments.
2. 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.
3. 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.
4. The minimum number of staff members on duty when the library is open to the public will exceed the regular minimum staffing requirements set out in HR-A06 during Phase 3 of the phased service restoration plan.
5. The amount of available seating and public computers will be reduced during Phase 3 to promote physical distancing.
6. The library will use best practices from other sectors, such as grocery stores, to manage public access to its collections and services.

COMMUNICATIONS

1. Occupancy limits will be posted at the entrance to the library and in constricted areas.
2. 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.
3. Staff will greet visitors when they enter the library, inform them of hygiene practices and restrictions, and ask if they require any assistance.

TRAINING AND MONITORING

1. Staff will develop protocols, practice scenarios where those protocols are put to use to gain direct experience, and then refine the protocols based on that experience.
2. Daily briefings will occur for at least 5 days after the move to a new phase of the restoration plan so that staff can address any issues that arise. After the first week, briefings will take place every second day to ensure staff are aware of, and follow, all policies and protocols.
3. Staff will review protocols and restrictions on a regular basis, and make adjustments as needed.

RELATED POLICIES

- LU-01 Code of Conduct
- HR-08 Occupational Health & Safety
- HR-A02 Leaves
- HR-A06 Minimum Staffing Requirements