

HR38	COMMUNICABLE DISEASE PREVENTION PLAN		
APPROVED	19 January 2022	EFFECTIVE	2020
AMENDED	2021	NEXT REVIEW	2026

1. PURPOSE

To outline the policies, guidelines and procedures that have been put in place to reduce the risk of transmission of communicable diseases so that the Library can provide a safe and welcoming environment for its patrons and employees.

2. SCOPE

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

3. DEFINITIONS

Cleaning – The physical removal of visible soiling through the use of a cleaning cloth, and water and detergent. This removes, rather than kills, viruses and bacteria.

Communicable Disease – An illness caused by an infectious agent or its toxic product that can be transmitted in a workplace from one person to another.

COVID-19 – The coronavirus SARS-CoV-2 first identified in late 2019 that causes a respiratory infection.

Disinfection – The killing of viruses and bacteria by applying a chemical disinfectant to an object, or by quarantining for a period of time specified by a provincial or federal public health agency.

4. MANAGING RISK OF TRANSMISSION

a. Employees should:

- i. Stay home if they have symptoms of a communicable disease. Symptoms may include, but are not limited to, fever, new or worsening cough, diarrhea.
- ii. Wash hands frequently with soap and water, or use a sanitizer if hand-washing is not practical.
- iii. Sneeze or cough into their sleeve or a tissue.

b. The Library will:

- i. Maintain a clean environment through routine cleaning processes conducted by the janitor.
- ii. Ensure the building is well ventilated and the ventilation system is properly maintained.
- iii. Support employees receiving vaccinations for COVID-19 and other vaccine-preventable conditions.

5. ADDITIONAL MEASURES DURING PERIODS OF ELEVATED RISK

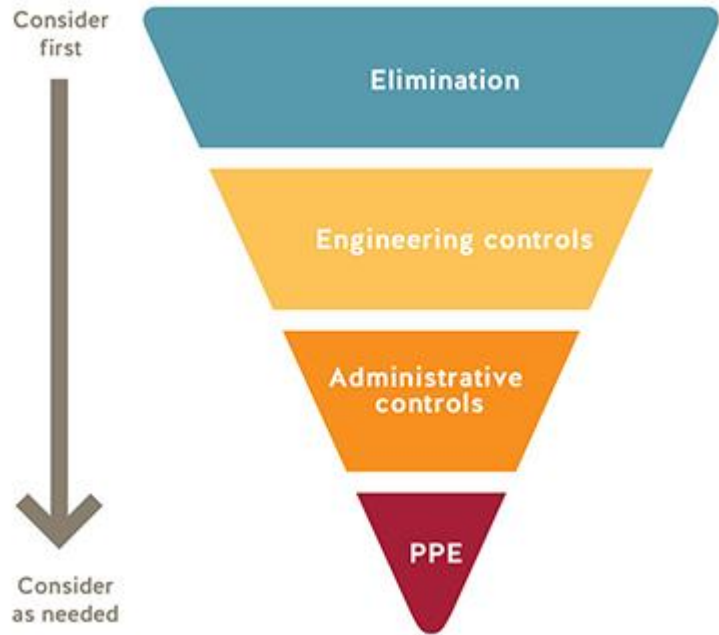
- a. The Library will follow all relevant orders, guidance, recommendations, and notices issued by the provincial health officer and regional health authority during a period of elevated risk.
- b. Dependent on guidance, areas within the facility, regular activities, and processes will be assessed for potential risks. Temporary restrictions to limit access to the Library's spaces and services may be implemented to effectively manage these risks.
- c. Additional control measures that may be put in place to offer the highest level of protection include:
 - i. **Elimination** – Policies and procedures to keep people at a safe physical distance from one another.

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ii. **Engineering Controls** – 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.



d. The Library may implement cleaning and/or disinfecting protocols to further reduce risk of transmission from high-touch surfaces. These measures would be undertaken in addition to the general cleaning and disinfection of high-touch surfaces done by the janitor.

i. Three types of disinfectants may be used at the Library:

- ◆ **1:100 Bleach Solution** – used to disinfect collections material, counters, handles and furniture.
- ◆ **70%+ Isopropyl Alcohol** – used to disinfect electronics and screens, and hands between washings.
- ◆ **Disinfectant (QUAT) Wipes** – can be used to wipe down surfaces and electronics.

ii. Employees need to refer to the safety data sheets for the chemical disinfectants prior to first use, wear appropriate PPEs while using them, and under no circumstances mix different disinfectants, either in a container or on a surface.

6. COMMUNICATING RISK-REDUCTION MEASURES

- a. The Board will be apprised by the Chief Librarian, or designate, of mitigation measures being taken to reduce the communicable disease transmission risks.
- b. When possible, employees will be involved in the development of additional safety measures and protocols.
- c. Information about additional measures shall be communicated to employees through a variety of channels including, but not limited to, in-person briefings, email, signage, and documentation posted on the intranet.
- d. The public will be informed of additional risk reduction measures through a variety of channels including, but not limited to, signage, news releases, newsletters, posts to the website and social media channels, and through direct conversations with employees.

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7. TRAINING AND MONITORING

- a. Employees will develop protocols to address additional measures during periods of elevated risk, practice scenarios where those protocols are put to use to gain direct experience, and refine the protocols based on that experience.
- b. Employees will review protocols and restrictions on a regular basis, and make adjustments as needed to effectively address the existing risk level.

RELATED POLICIES

OP-01	Patron Code of Conduct
HR-25	Sick Leave
HR-35	Minimum Staffing Levels