



# COVID-19 Health & Safety Protocols Snapshot

This snapshot of our COVID-19 Health & Safety Protocols is designed to let the public know what measures are being taken in the library branches to protect our staff and community.

Business Name: Alnwick/Haldimand Public Library

Date Complete: July 15, 2021

## Measures we're taking

### How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- Developing procedures and plans that ensure a safe workspace
- Performing a risk assessment that creates an awareness of potential vector points
- Working with a Re-opening Plan that allows library service, where possible, without increasing risk to staff or patrons.
- Ensuring procedures are up to date by reviewing all new guidance and protocols provided by the Ministry of Health and local Health Unit.
- Clear and timely communication of new procedures and news that effects the library via email, chat and in-person meetings
- Developing procedures that cover mandatory workplace guidelines as well as best practices that protect staff when they are home, including practicing all prevention methods listed here: <https://www.ontario.ca/page/covid-19-stop-spread>
- HKPR mask mandate will be followed
- Reviewing procedures regularly
- Reminding workers about other resources that are available to them through our EAP.

## **How we're screening for COVID-19**

CEO will regularly review new reliable health information and ensure that all staff are kept up to date on the latest scientific-based evidence regarding COVID-19 symptoms.

An up to date list of symptoms can be found here:

<https://www.ontario.ca/page/covid-19-stop-spread#section-0>

- Staff must self-screen before each shift and report to the CEO or their Supervisor if they, or members of their household, have any symptoms of COVID-19. If symptoms are present, they must not report to work. Staff are also required to sign, date and checkmark the staff screening questions form at the start of each shift. These forms are available at each library branch.
- Staff may return to work after a negative test result is received and they are symptom free (ie: if a family member was ill). Extra care must be taken to follow proper hygiene procedures and limit contact and sharing items with others until full recovery has been achieved.
- Staff are encouraged to self-monitor at all times, and leave the workspace if symptoms arise.
- Clear signage with screening questions are located on the entrance doors to each branch.
- Patrons are not allowed to enter staff workspaces.

## **How we're controlling the risk of transmission in our workplace**

### **Physical distancing and separation**

- To ensure physical distancing only 5 visitors are allowed in the library branches at one time.
- Aisles are clearly marked with directional arrows.
- Plexiglass barriers have been installed at the circulation desks and in the office between desks.
- Any equipment that must be shared is disinfected after use.
- Hand sanitizer has been placed throughout the library branches. Staff must wash/sanitize hands upon arrival, before and after contact with items and surfaces that others may have touched, after handling returned library material (processing for patron, books from book return), and regularly during their shift.

- Masks/face coverings must be worn by all staff members in areas of the building that are accessible to the public. Staff may take their masks off briefly to communicate with those who cannot hear or understand communication through a mask, and to eat or drink. Masks may be removed when working in a fully enclosed office space or other areas that are not accessible to the public (storage areas, etc.)
- Physical distancing is required at all times
- All visitors must follow the mask mandate from HKPR and the Province of Ontario, unless they are medically exempt. The library will provide a disposable mask to staff or visitors who do not have one and/or face shield. Curbside pick-up is still available for those who cannot wear a mask.

### **Cleaning**

- Enhanced cleaning protocols are in place, and high touch areas (door handles, counters, and tables) are sanitized regularly during each shift. The washroom at the Centreton Branch is sanitized at least twice per shift.
- Patron computers will be sanitized between each use. Patrons are asked to remove the plastic wrap from the keyboards when they are done. Staff will sanitize the area and replace plastic wrap on keyboards ready for the next person.

### **Other**

Gloves are available for use by workers, but will not usually be needed as they do not provide any more protection than hand washing or using hand sanitizer.

### **What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace**

- The library will follow all public health guidance regarding exposure, including but not limited to: notifying other workers who were exposed and directing them to self-isolate, self-monitor, and report any symptoms; shut down the library until the space and equipment can be disinfected; shut down the library if all/most staff are infected.

- Ensure all staff know where to find self-screening and local health information. Self-screening information found here: [COVID-19: Stop the spread | Ontario.ca](https://www.ontario.ca/covid-19) Local health information found here: <https://www.hkpr.on.ca/covid-19/>
- Staff will immediately go home and self-isolate if any symptoms arise, and arrange for testing as soon as possible.
- Staff must follow public health guidance and may be required to self-isolate for a minimum of 14 days or longer. Staff may be able to work from home, if able, during this period.
- Staff have been encouraged to limit their social bubble as per Ontario Public Health guidance. Should a staff member receive a positive COVID-19 test result, they will be asked to provide a contact list to Public Health.
- Physical distancing and masks are always required so risk of transmission to library patrons and other staff members is exceptionally low, however, to perform due diligence the library CEO will review a list and list all interactions by the staff member while they were in the library.
- Patron contact information will be provided to Public Health if deemed necessary for contact tracing.

## **How we're managing any new risks caused by the changes made to the way we operate our business**

- Ensure staff are aware of any new COVID-19 protocols or procedures immediately.
- Regular check-ins with staff (group meetings, individual conversations, emails) to provide information about changes and an opportunity for input and questions.

## **How we're making sure our plan is working**

- CEO will monitor all new scientific based information regarding the pandemic, and update all plans, policies, and procedures accordingly.
- CEO encourages new ideas from staff to be brought forward. If a better or easier way to do things is discovered, the CEO will adapt the corresponding documentation accordingly.
- Changes that affect workers will be communicated in person, text, or email and amended documents will be provided.

- Changes that affect the public will be posted on the library website, social media and in the library branches.
- Plans will be updated as needed.

Should you have any questions or concerns regarding these procedures, please speak with CEO Elaine Skinner in person by calling 905-349-2976, or emailing [libraryceo@ahwp.ca](mailto:libraryceo@ahwp.ca)