

**Perth and District Union Public Library
COVID19 Safety and Services Plan**

COVID19 - Library Services Plan

This summarizes the library's services plan under Ontario's COVID19 Roadmap to Reopen Framework.

Full details and safety protocols are found on the following pages.

	Shutdown/Lockdown	Step One	Step Two	Step Three	Exit <i>March 1-20, 2022</i>	Exit 2.0 <i>March 21, 2022 - April 10, 2022</i>
Health & Safety Protocols	all health and safety protocols outlined in safety plan adhered to at all levels					
Building Access & Physical Layout	no access to building for patrons, volunteers, co-op students and tutors. Staff can access the building, following safety plan protocols	no access to building for patrons except for computer access (maximum of 5 persons). No access for volunteers, co-op students and tutors. Staff can access the building, following safety plan protocols	patrons, staff and volunteers can access the building, following safety plan protocols. Maximum of 50 persons in the library building at any one time.		patrons, staff and volunteers can access the building, following safety plan protocols. Open at full capacity (as per Fire Code)	
Meeting Room Bookings (Common / Program Room)	no meeting room bookings			meeting room bookings permitted, following safety plan protocols		
Study Area / LaunchPad Bookings	no bookings		study areas available, limited to 1 person per area	study areas available, following safety plan protocols		
Physical Collections	curbside pickup, no patron access to collections.		patrons can physically browse, following safety plan protocols			
Washrooms (patrons)	no washroom access	downstairs washrooms only available, following safety plan protocols	all washrooms available, following safety plan protocols			
Computer Access	no computer access	maximum of 5 patrons at any one time can use computers, following safety plan protocols, must pre-register for a timeslot	patrons can use computers, following safety plan protocols			
In-Person Programs	in-person programs suspended	outdoor only programs available, limited to 10 persons, including staff or facilitator, following safety plan protocols	programs available, limited to 25 persons outdoors / 5 persons indoors, including staff or facilitator, following safety plan protocols	programs available, limited to 25 persons outdoors / indoors based on room capacity, including staff or facilitator, following safety plan protocols		
Summer Literacy Program & OWLS (one-on-one tutoring)	virtual program and/or take home kit only		in-person tutoring offered, limited to four sessions per timeslot, following safety plan protocols. Virtual and/or take home kit offered for one session per timeslot.		in-person tutoring offered, limited to five sessions per timeslot, following safety plan protocols	
Virtual Programs and Services	Virtual programs and services available.					

The library's regular hours are Monday 10am-5pm, Tuesday/Wednesday/Thursday 10-7pm, Friday 10am-5pm and Saturday 10am-4pm.

Hours will not changed based on restrictions (e.g. visiting the library under "Step Three" or curbside pickup under "Step One" will be under the same hours as listed above)

Protocols for Staff

These protocols are applicable at all stages.

Note: For the purposes of this plan, the Summer Literacy Program Coordinator and Children's Programming Assistant are considered staff.

for staff	
<i>Lockdown - Exit</i>	<i>Exit 2.0</i>
Health & Safety Protocols	
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.	If staff feel sick or not well, they are to stay home until symptoms improve for at least 24 hours or 48 hours if you have gastrointestinal symptoms (nausea, vomiting, diarrhea).
Staff are to follow the instructions provided in the screening tool.	Staff are to contact Erika Heesen or Julie Hansen (library assistants and pages) or Heidi Taber (summer staff) ASAP if they are not well.
Staff are to contact Erika Heesen or Julie Hansen (library assistants and pages) or Heidi Taber (summer staff) ASAP if they are required to stay home or self-isolate.	
If staff feel sick or not well, but have not been instructed to isolate, they are to stay home until symptoms improve for at least 24 hours or 48 hours if you have gastrointestinal symptoms (nausea, vomiting, diarrhea).	
If staff have been instructed to self-isolate, they may return to work after: a) their or their household isolation period has ended and any symptoms are resolving, c) they receive an alternate diagnosis from a health care professional, d) if they have been instructed by Public Health to isolate, when they are notified by Public Health that it is safe to return.	
If staff develop symptoms while at work, staff are to notify the CEO or person-in-charge and go home immediately.	
Face coverings or masks required unless exempt at all times, with limited exceptions (e.g. when eating or when in an area that is not accessible to members of the public and physical distancing maintained, such as staff working alone in different offices). Signage is posted at all entrances to this effect.	Face coverings or masks required unless exempt at all times when the library is open to the public and staff are in a public area.
Handwashing facilities and hand sanitizer are 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/o9hjmges72I) 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=1PldtUaWxh4	
Staff will not touch or handle patron's belongings, including computers or tablets.	Staff may touch patron's belongings, and should use hand sanitizer before and after doing so.
Staff are encouraged to change their clothes when they get home and wash them before re-wearing.	n/a
Building Access & Physical Layout	
No more than ten regular staff will be scheduled at any one time.	No limits on the number of staff scheduled at any one time.
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 and summer staff will be onsite to provide take-and-make kits and programs. The CEO, Coordinator, and Library Specialists will work from home where their duties permit.	
All staff workstations are at a minimum 6 feet (2 meters) from any other seat or workstation. Workstations sanitized between staff members.	n/a
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). Library Assistants - circulation desk (library first floor) and lobby (during curbside pickup) SLP Coordinator & Programming Assistant - Upstairs Programming Room	
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 or goggles 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.	Plexiglass in place to separate staff from patrons while checking out materials.
No more than two 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.	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.
Physical Collections	
All materials are returned via the outdoor book drop.	
Washrooms	
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.	

Protocols for Volunteers, Co-op Students, and Tutors (OWLS/SLP)

These protocols are applicable when the region is in Steps Two and beyond. Volunteers, co-op students and tutors do not have access to the library building in earlier stages.

Note: Tutors will work from home in Step One.

for volunteers, co-op students and tutors		
	<i>Lockdown - Exit</i>	<i>Exit 2.0</i>
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.	If volunteers, students, and tutors feel sick or not well, they are to stay home until symptoms improve for at least 24 hours or 48 hours if you have gastrointestinal symptoms (nausea, vomiting, diarrhea).
	Volunteers, students and tutors are to follow the instructions provided in the screening tool.	Volunteers and co-op students are to contact Emily Smith and tutors are to contact Heidi Taber ASAP if they are not well.
	Volunteers and co-op students are to contact Emily Smith and tutors are to contact Heidi Taber ASAP if they are required to stay home or self-isolate.	
	If volunteers, students and tutors feel sick or not well, but have not been instructed to isolate, they are to stay home until symptoms improve for at least 24 hours or 48 hours if you have gastrointestinal symptoms (nausea, vomiting, diarrhea).	
	If volunteers, co-op students or tutors have been instructed to self-isolate, they may return to work after: a) their or their household isolation period has ended and any symptoms are resolving, c) they receive an alternate diagnosis from a health care professional, d) if they have been instructed by Public Health to isolate, when they are notified by Public Health that it is safe to return.	
	If volunteers, students and tutors develop symptoms while at work, they are to notify the CEO or person-in-charge and go home immediately.	
	Face coverings or masks required unless exempt at all times, with limited exceptions (e.g. when eating or when in an area that is not accessible to members of the public and physical distancing maintained, such as staff working alone in different offices). Signage is posted at all entrances to this effect.	Face coverings or masks required unless exempt at all times when the library is open to the public and they are in a public area.
	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/o9hjmges72I) 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=1PldtUaWxh4		
Volunteers, students and tutors will not touch or handle patron's belongings, including computers or tablets.	Volunteers, students and tutors may touch patron's belongings, and should use hand sanitizer before and after doing so.	
Volunteers, students and tutors are encouraged to change their clothes when they get home and wash them before re-wearing.	n/a	
Building Access & Physical Layout	No more than six tutors, volunteers, and/or co-op students will be scheduled at any one time.	No limits on the number of tutors, volunteers and/or co-op students 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.	n/a
	Assigned work areas: Tutors: upstairs programming room Co-op Student: laptop, where duties are	
	Plexiglass in place to separate co-op students from patrons while checking out materials.	
	Tutors to wear face shields/eye protection or use plexiglass barriers. Each tutor will have their own face shield and disinfect them between shifts.	n/a
	Tutors are to eat outside or in the program room. 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.	
Washrooms	For co-op students and tutors: 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.	
	For volunteers: Volunteers are to use the public washrooms. Washrooms thoroughly cleaned and sanitized before opening and sanitized every four hours when open to the public.	

Protocols for the Public

These protocols are applicable when the region is operating under Ontario's COVID19 Roadmap to Reopen 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=1PldtUaWxh4			
Building Access & Physical Layout	<i>Step One:</i>	<i>Step Two</i>	<i>Step Three</i>	<i>Exit, Exit 2.0</i>
	Maximum of 5 computer users in the library building, must pre-register.	Maximum of 50 persons in the library building at any one time.		Open at full capacity (as per Fire Code).
	Curbside pickup, no patron access to collections. Access to computer area only.	Patrons can physically browse collections, following safety plan protocols. Those browsing are encouraged to limit their visit to 30 minutes or less. Patrons uncomfortable entering the building can request curbside pickup (i.e. when arriving to pick up their materials, patrons are to call the library, and library staff will check out their books and bring them outside to them). Curbside pickup is only available on request.		Patrons can physically browse collections, following safety plan protocols. Patrons uncomfortable entering the building can request curbside pickup (i.e. when arriving to pick up their materials, patrons are to call the library, and library staff will check out their books and bring them outside to them). Curbside pickup is only available on request.
	No meeting room bookings	Meeting room bookings permitted, maximum of three hours. Face coverings must be worn. Everyone 12 years old and older must provide proof of vaccination (or a medical exemption) to use a meeting room. Anyone using a meeting room must also complete a screening. Windows will be kept open for ventilation when weather permits. Room (capacity) Program (12) Common (7)		Meeting room bookings permitted. Face coverings must be worn. Windows will be kept open for ventilation when weather permits. Room (capacity) Program (84) Common (40)

	No study area bookings	Study area bookings permitted, limited to 1 person, maximum of three hours. Face coverings must be worn. Anyone using a study area must complete a screening. Library staff will also record the name and contact information of anyone using a study area. Windows will be kept open for ventilation when weather permits.	Study area bookings permitted, maximum of three hours. Face coverings must be worn. Anyone using a study area must complete a screening. Windows will be kept open for ventilation when weather permits. Area (capacity) Friends (2) Green (2) Launch Pad (1)	Study area bookings permitted, maximum of three hours. Face coverings must be worn. Windows will be kept open for ventilation when weather permits. Area (capacity) Friends (4) Green (4) Launch Pad (3)
	All seats and workstations are at a minimum 6 feet (2 meters) from any other seat or workstation.			n/a
	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.			n/a
	All high touch surfaces sanitized daily.			
	No food/drink permitted.		Cold food/covered drinks permitted except at computers. Masks may be pulled down briefly to ingest food or drink and restored to their proper position on the face immediately afterwards.	
Physical Collections	All materials are returned via the outdoor book drop.			
Washrooms	Washrooms thoroughly cleaned and sanitized before opening and all high touch surfaces sanitized every four hours when open to the public.			
Computer Access	Limit to one hour per person per day.			Limit to three hours per person per day.
	Computer stations are thoroughly cleaned and sanitized before opening and disinfectant wipes available for patrons to sanitize computer stations before and after use.			
In-Person Programs	See services overview for capacity limits. Physical distancing must be respected and face coverings must be worn. Windows will be kept open for ventilation when weather permits. No food will be offered. Library staff will record the name and contact information of anyone attending a program.		See services overview for capacity limits. Face coverings must be worn. Windows will be kept open for ventilation when weather permits. No food will be offered. Library staff will record the name and contact information of anyone attending a program.	
Summer Literacy Program / OWLS Tutoring	<i>Lockdown, Step One:</i>	<i>Step Two</i>	<i>Step Three</i>	<i>Exit, Exit 2.0</i>
	Virtual program and/or take home kit only	In-person tutoring offered, limited to four sessions per timeslot. Assigned tutoring areas: Program (2) Common (2) Virtual and/or take home kit offered for one session per timeslot.	In-person tutoring offered, limited to four sessions per timeslot. Assigned tutoring areas: Program (4) Virtual and/or take home kit offered for one session per timeslot.	In-person tutoring offered, limited to five sessions per timeslot. Assigned tutoring areas: Program (5)
	Face coverings must be worn.			
Assigned tutoring areas will also utilise room dividers to separate each tutor/student group. Windows will be kept open for ventilation when weather permits. Tutors encouraged to use outdoor space as much as possible.				

In the event of a COVID19 outbreak, 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.

For further information, posters and resources, visit the Leeds, Grenville & Lanark District Health Unit website:
<https://healthunit.org/health-information/covid-19/>

This plan will be reviewed monthly by the Joint Health and Safety Committee and following any change in local or regional public health measures.

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/>

Date completed: April 30, 2020

Date distributed: March 11, 2022

Revision date: March 11, 2022

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