

RE-OPENING PLAN FOR CALMAR PUBLIC LIBRARY

The Calmar Public Library will only open for Public access after approval from the Minister of Municipal Affairs – Public Library Services Branch, and in agreement with The Town of Calmar Library Board and Library Manager.

Manager assessment of the following key factors will determine degree of Phase and level of services:

- Current public health situation
- Staff comfort with increasing services
- Staff availability
- Operational capacity

The Calmar Public Library will follow all restrictions and guidelines as recommended by Alberta Health officials.

Tentative date for re-opening is Tuesday, July 6th.

PLANS TO ENSURE THE SAFETY OF STAFF AND PATRONS

Limited Hours of Operation

- **Vulnerable Sector Population** (seniors, mobility restrictions, those with compromised immune systems and/or health conditions)
 - o Wednesday 10:00 am - 12:00 pm
- **General Population**
 - o Wednesday: 1:00 pm - 6:00 pm
 - o Tuesday & Thursday: 10:00 am – 4:00 pm
- no Saturdays

Note: Curbside Pick-Up Service will remain open for those patrons who do not feel comfortable coming to the library. We will have 2 staff working every shift.

Limited Services Available

- Maximum 12 occupants in the building at one time (including staff)
- Circulation desk services available:
 - o check-out, reference, account services, reader's advisory, holds pick-up, new patron registration and renewal of existing patrons
 - o printing, photocopying, and faxing available
- Computer services:
 - o 2 computers in operation with a maximum of 30 minutes per use

- Computers available by appointment only
- Patrons must wear mask while using computer
- Staff to disinfect computer and computer station after each use
- All in-house, in-person programs are suspended until further notice.
- Outside programming may be offered subject to following Alberta Health Guidelines
- Curbside Pick-Up Service will continue

Restrictions

- Program room and magazine area will be closed to public
- No access to public washrooms, except to wash hands
- Patrons must follow arrows as outlined on the floor
- One person at a time in each stack area
- No magazines will be available to read in-house
- Patrons can request magazines and staff will get them
- No staff assistance with public computers to ensure social distancing
- Hours of operation will be limited to allow additional time for sanitization
- Unacceptable activities:
 - lounging, loitering, general shelter, or non-purposeful activity

STAFF SAFETY

Prior to Starting Work Procedure

Although it is understood that temperature is not the only indicator of the COVID-19 virus, as some with COVID-19 can be contagious but have no fever and some may have a higher temperature not related to the virus, it is felt that this is another screening process to protect staff and patrons. The best indicator of possible infection is an elevated temperature in combination with respiratory symptoms. To help with this indicator all staff members will have their temperature taken before and after their shift. If a staff member displays a temperature of 38°C+, they will be asked the following questions:

1. Are you experiencing any of the following?
 - severe difficulty breathing (e.g., struggling for each breath, speaking in single words)
 - severe chest pain
 - having a hard time waking up/fatigue
 - feeling confused
 - lost consciousness
 - shortness of breath at rest

- inability to lie down because of difficulty breathing
 - chronic health conditions that you are having difficulty managing because of your current respiratory illness
2. In the past 10 days, have you experienced any of the following?
- fever
 - new onset of cough or worsening of chronic cough
 - new or worsening shortness of breath
 - new or worsening difficulty breathing
 - sore throat
 - runny nose
3. Do you have any of the following?
- chills
 - painful swallowing
 - stuffy nose
 - headache
 - muscle or joint ache
 - feeling unwell, fatigue or severe exhaustion
 - nausea, vomiting, diarrhea or unexplained loss of appetite
 - loss of sense of smell or taste
 - conjunctivitis (pink eye)
4. In the last 14 days have you been in close contact with someone who is confirmed as having COVID-19?

If a staff member has a temperature of 38°C or higher and answers positively to any of the above questions, they will be asked to return home for a period of 14 days. Staff will also be asked to leave work if they develop these symptoms while at the workplace.

Staff are asked to shield coughs and sneezes with a tissue, elbow, or shoulder (not bare hands). Staff are asked to wash hands often with soap and water for at least 20 seconds and/or use alcohol-based hand sanitizer.

Alberta's Chief Medical Officer of Health, Order 05-2020, legally compels individuals who have any symptoms related to the COVID-19 virus (that are not related to a pre-existing illness or health condition) to be in isolation for 14 days from the start of symptoms or until symptoms resolve, whichever takes longer.

These requirements must be followed regardless of whether the individual has been tested for COVID-19 or not.

(<https://www.alberta.ca/assets/documents/covid-19-workplace-guidance-for-business-owners.pdf>)

WORKING CONDITIONS

To ensure compliance with Alberta's Chief Medical Officer of Health, the following procedures will be followed:

- Staff will observe 2m distance with coworkers, and make every effort to stay in personal workspace
- Ask permission to enter another staff member's workspace
- Wipe down all surfaces before and after completing tasks
- The following PPE is available for staff and encouraged to be used:
 - o Facemasks
 - o Face shields
 - o Gloves
 - o Hand Sanitizer
- Cleaning supplies are available throughout the library (Disinfected)
- Sanitizer stations for staff and patrons will be located throughout the library
- Social distancing markers on floor
- Plexiglass installed around the circulation desk
- Barriers at the computers
- 2 staff members will be scheduled for all shifts
- Services available to the public will be adjusted according to staff availability
- Staff have the right to request a patron leave the premises if patron is displaying any of the recognized symptoms **or** not complying to posted guidelines

The library currently has a Job Hazard Analysis & Control as required by OH&S Code. At the next OH&S meeting the need to have this updated due to COVID-19 will be discussed.

- Staff have completed the webinar "Personal Protective Equipment and You" and have received their certification
- Critical Incident Debriefing will occur prior to each phase

FACILITY

Sanitizing

- Cleaning refers to the removal of visible soil. Cleaning does not kill microorganisms but is highly effective at removing them from a surface
- Disinfecting refers to using a chemical to kill microorganisms on a surface
- Disinfecting is only effective after surfaces have been cleaned:
 - o for small surface areas staff are to use disinfected spray
 - o for larger surface areas staff are to use a bleach-water solution of 4 tsps. bleach to 4 cups water
- Frequently clean and disinfect high contact areas such as: doorknobs, light switches, toilet handles, faucets and taps, book cart handles, phones computers (keyboard and mouse), remote controls, desktops, surface counters, customer service areas, and staff work areas

Patron Safety Measures

- Awareness signage displayed throughout the building, including:
 - o Observe 2m social distancing (as per Order 07-2020 of the Alberta Government)
 - o Washing hands
 - o Symptom awareness signs
- Patrons will be encouraged to wear masks while in the library
- Patrons will be asked to wear masks while using the computers
- Patrons will be asked to use hand-sanitizer upon entering library
- Patrons will be encouraged not to browse
- Social distancing markers on floor
- One person in the stacks at a time
- Sanitizer stations throughout library
- All toys, puzzles, and games are removed from the children's area
- 2 computers closed off to ensure 2m social distancing while in use
- Computers to be used for a maximum of 30 minutes
- Staff to sanitize computers after each use
- Access to magazine and program room denied
- Patrons will be encouraged to only touch items they wish to borrow
- Patrons to follow all signs and verbal cues from staff
- Bathroom will not be available to patrons except to wash hands
- Patrons will not be allowed to bring in reusable bags

Collection

Items Touched in Library

- Signs throughout library will ask patrons to touch only those items they wish to check-out

Returned Items (On-Going)

- Staff to wear PPE while working with items (gloves)
- Items are not to be returned in plastic bags
- Only one staff at a time in vestibule, wearing proper protection such as gloves and mask
- All books returned will be checked in as "mending" and be placed under quarantine for 7 days in the program room; this means they are not available for request (items will be checked at this time for damages and any damage will be noted)
- Staff will disinfect the door handle going into the vestibule and going out of the vestibule
- Staff will keep the door to the library and vestibule open while they are in the vestibule to ensure proper ventilation
- Staff will disinfect the drop box prior to opening and closing cover after each use

Items Out of Quarantine

- After 7 days items will be sanitized and checked-in
- Van run items will be left for 3 days prior to being sanitized, and checked-in

Holds

- All patrons with items on hold will be contacted to book a pick-up appointment or to inform them of hours of operation for pick-up

Communications

- Communication to patrons will be through our webpage, Facebook page and the Calmar Chronicle
- Posters will be on our outside bulletin board
- Signage will be placed throughout the library
- YRL and the Town of Calmar will be notified of re-opening plans

ALL ABOVE PROCEDURES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

Phase III will be determined by the manager's assessment:

- Direction from Government of Alberta
- Current public health situation
- Staff comfort with increasing services
- Staff availability
- Operational capacity