

## Gibsons & District Public COVID Safety Measures

### Key safety measures

#### 1. Personal responsibilities for patrons and staff

- Do not come to the library when you are sick
- Use due care and attention when using the library. It is a public place, with many people circulating. Act in the best interest of public safety.
- Read and follow posted safety signs
- Wash hands frequently or use hand sanitizer
- Please limit your library visit to the recommended time of **1 hour**
- Do not touch your face.
- **Patrons are required to wear masks.** For patrons who can't wear masks, the Library can offer virtual, online or contactless alternatives.
- GDPL staff are required to wear masks in the Library. Exceptions are when physical distancing can clearly be maintained behind Plexiglas barriers, when sitting at their desks or alone in the staff area or Mainil Room. (See Vancouver Coastal Health letter to arts, culture, and recreation facility operators <http://www.vch.ca/Documents/COVID-VCH-Arts-Culture-and-Recreation-Facilities-May-7-2020.pdf>).
- Maintain physical distance of 2 metres with all other patrons and staff at all times. Remind others about physical distancing if necessary.
- When at a service desk, position yourself so that Plexiglass barriers offer appropriate protection to both parties.

#### 2. Safety measures the library is taking

##### i. Reducing or eliminating contacts

- Providing virtual services for those who prefer not to come in person
- Delivering a robust array of online programs
- Monitoring and limiting occupancy
- Temporarily limiting indoor seating
- Continuing to offer contactless pickup with Takeout Service
- Signage reminding patrons to observe physical distancing

## ii. **Physical measures**

- Revising traffic flow and layout to facilitate physical distancing
- Enhanced cleaning of high touch surfaces
- Quarantining returned items for a minimum of 72 hours
- Ensuring Plexiglass barriers are present at service points
- Requiring staff to keep all work surfaces clear to facilitate cleaning
- Our HVAC system and filters are checked every 3 months for optimal performance by DUKE HVAC systems

## iii. **Safety measures to collection**

- 72 hour quarantine for returned items (to be updated as new research and guidance becomes available)
- Deterring people with cold, flu, or COVID-19 symptoms from attending the library, through messaging, signage, and possibly a request to leave if exhibiting symptoms.
- Handwashing and hand sanitizing stations will be available and stocked.
- Library materials used in house or touched during browsing will be placed in available bins and will be re-shelved the next day
- Arranging collections to minimize congestion

## **B. Managing lineups and self-checkouts**

### **1. Lineups:**

When required, staff will be assigned to line monitoring duty. Physical distance of 2m should be maintained by everyone in the line-up.

- Floor markers will be used where appropriate in line management and distancing control

### **2. Self-checkouts:**

- Signage and procedures will be designed to minimize the need for staff assistance
- Surface will be wiped down hourly by staff
- Physical distance or Plexiglas barriers will be used when assisting patrons

### C. Cleaning schedule and responsibilities

Cleaning will occur by GDPL Staff as follows:

<b>Area</b>	<b>Approximate Frequency</b>	<b>Key details</b>
Photocopiers Self-Checkout Water Fountain Buttons Door Handles Circulation Counter Reference Desk	Every hour	<ul style="list-style-type: none"> <li>- Photocopiers</li> <li>- Fountain buttons</li> <li>- Door handles</li> <li>- Self-Check-out</li> <li>- Public Computer Stations</li> <li>- Study and Laptop Areas</li> <li>- Circulation Counter</li> </ul>
Washrooms	Every 2 hours	<ul style="list-style-type: none"> <li>- Disinfect high touch surfaces</li> <li>- Re-stock as needed</li> </ul>
Washrooms	4 Times a week during Janitorial Service	<ul style="list-style-type: none"> <li>- Full clean including mopping outside of open hours by janitorial staff</li> </ul>
Public computers	Between uses	<ul style="list-style-type: none"> <li>- Keyboards</li> <li>- Mice</li> <li>- High touch surfaces</li> </ul>
Staff shared equipment	Before and after use	<ul style="list-style-type: none"> <li>- Eliminate sharing of small equipment such as pens</li> <li>- Eliminate shared cutlery, plates, mugs, etc. in congregate areas</li> </ul>
Plexiglass barriers	End of Day	<ul style="list-style-type: none"> <li>- Clean both sides of Plexiglass at end of day</li> </ul>

Specific guidance around cleaning practices from WorkSafe BC is available here: <https://www.worksafeBC.com/en/resources/health-safety/information-sheets/COVID-19-health-safety-cleaning-disinfecting?lang=en>

## **D. In case of illness**

The provincial health officer and the BC Centre for Disease Control have issued the following guidance around self-isolation, which must be followed:

- Anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- Anyone under the direction of the provincial health officer to self-isolate must follow those instructions.
- Anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, or who is to self-isolate for 14 days and monitor for symptoms.

Workers who have been exposed to anyone confirmed to have COVID-19, or to anyone with possible symptoms of COVID-19, should call Healthlink BC at 811 for an assessment and to determine any necessary next steps.

### **1. If a patron develops or shows symptoms similar to COVID-19 while at the library:**

- They should be issued a mask and asked to leave immediately, keeping 2m from others at all times. This may require staff to clear a pathway to the exit.
- If severely ill, call 911 (e.g. difficulty breathing, chest pains)
- Safety is the first concern. Secondly, the individual's confidentiality and dignity should be preserved to the best of our ability.
- If we can do so safely, ask what parts of the library they visited and get a name and phone number for follow up questions.
- If they require assistance in arranging transportation, we will call the person they identify and clear outdoor seating for them as they wait
- Staff will alert the Library Director and complete incident reporting
- Staff will follow public health guidance for any required next steps
- Clean and disinfect all surfaces they have touched.

### **2. If a staff member develops symptoms while in the library**

- They should be issued a mask and asked to leave immediately, keeping 2m from others at all times. This may require staff to clear a pathway to the exit
- The staff member should consult the BC COVID-19 Self-Assessment Tool at <https://BC.thrive.health/> or call 811 for further guidance
- If severely ill, call 911 (e.g. difficulty breathing, chest pains)
- Safety is the first concern. Secondly, the individual's confidentiality and dignity should be preserved to the best of our ability.
- Staff will alert the Library Director and complete incident reporting
- Staff will follow public health guidance for any required next steps

- Clean and disinfect all surfaces they have touched.

**\*There are new First Aid Attendant protocols that must be reviewed by all attendants.**

These are available here: <https://www.worksafeBC.com/en/resources/health-safety/information-sheets/ofaa-protocols-COVID-19-pandemic?>



