

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 if it is busy
- Do not touch your face.
- **Masks are mandatory for patrons and staff.** For patrons who can't wear masks, the Library can offer virtual, online or contactless alternatives. **Staff may remove masks when alone on breaks**
- 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
- 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**

- 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 that 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
- Surfaces will be wiped down twice a day
- Physical distance or Plexiglas barriers will be used when assisting patrons

C. Cleaning schedule and responsibilities

Cleaning will occur by GDPL Staff as follows:

Area	Approximate Frequency	Key details
Photocopiers Self-Checkout Water Fountain Buttons Door Handles Circulation Counter Reference Desk	Twice Daily	<ul style="list-style-type: none">- Photocopiers- Fountain buttons- Door handles- Self-Check-out- Public Computer Stations- Study and Laptop Areas- Circulation Counter
Washrooms	Twice Daily	<ul style="list-style-type: none">- Disinfect high touch surfaces- Re-stock as needed
Washrooms	4 Times a week during Janitorial Service	<ul style="list-style-type: none">- Full clean including mopping outside of open hours by janitorial staff
Public computers	Twice Daily	<ul style="list-style-type: none">- Keyboards- Mice- High touch surfaces
Plexiglass barriers	End of Day	<ul style="list-style-type: none">- Clean both sides of Plexiglass at end of day

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?>

