

Topic: Workplace Health & Safety

7.12 Pandemic/Epidemic Safety Plan

Board Motion Number:	21.114
Date of Original Board Motion Number:	September 22, 2020
Date of Current Issue:	November 23, 2021
Date of Next Review:	2022
Attachments:	Posters Schedule A – Sign Off Sheet Appendix 1 Pandemic/Epidemic Procedures & Guidelines for Staff
Signature of Board Chairperson (and Date):	

The occupancy level will be ten persons plus staff at the Apsley Branch

The occupancy level will be five persons plus staff at the Woodview Branch

Masks are mandatory.

There will be lines on the concrete and asphalt outside both branches to mark off six feet between patrons waiting when we are over our occupancy level.

Front Door - Apsley & Woodview Branches

Face Covering Required – poster on front door

STOP – Do-you-have_POSTER – poster on front door

Inside Front Door - Apsley & Woodview Branches

There will be a barrier (table) set up to:

- Read STOP Before Entering poster
- Direct patrons to use the hands-free hand sanitizer before entry
- The staff member at the Circulation desk will provide information & determine what service they require. Patrons will be encouraged to touch as few items as possible. Staff will collect contact tracing details.

Patrons at both branches will be asked to restrict their visit to fifteen minutes unless they are using public access computers.

Inside the Libraries

All patron seating will be removed from the public space for the foreseeable future and will be re-introduced when staff feel it is appropriate.

Apsley patrons will be directed to leave the building by the library boardroom door and there will be signs to point the way.

Woodview patrons will be directed to leave by the back door to the library.

No in person programming will occur and the boardroom at Apsley may not be booked until further notice.

Circulation Desk

Plexiglass counter screens have been installed at both branches.

The Apsley return box at the desk will be closed and patrons will be directed to place their returns in the big, return box.

All materials being returned will be quarantined for one week before being loaned again. Staff will be provided with gloves to ensure safe handling of items when they are removed from the drop box.

Staff will be emptying the book drop nightly at the Apsley Branch and weekly at the Woodview Branch.

There will be lines on the floor of the libraries in front of the circulation desks to mark off six feet between patrons waiting to check out their items.

Cash payments may be accepted and placed in a designated receptacle. Change will be made from our cash box. Cash received will be quarantined for one week.

Patrons will be asked to hold up each item to be checked out so that staff are not handling these items. There will be a sign directing patrons to stand behind the plexiglass counter screen at both branches.

Children's Area

The following items will be removed from the children's area at both branches for the foreseeable future:

- iPads and iPad station
- Toys
- Cushions
- Crayons and colouring books
- Oversized books

Computer Area & Wifi

There will be signage for one person selecting DVDs at a time to meet social distancing requirements.

We will have to manage expectations of face-to-face assistance with technology for library users. Patrons will be asked on arrival what service they require. Staff will not be permitted to handle any device without gloves, and social distancing and masks will be required for any interactions. Help with technology will be at the discretion of the Technical Services Coordinator and/or the CEO/Librarian.

There will be three public access computers in Apsley and one in Woodview to allow for social distancing. Appointments to use the computers will be encouraged and the sessions will be limited to sixty minutes at a time, once per day.

In Apsley booking times will be 10:00 am, 11:30 am, 1:00 pm, and 2:30 pm Tuesday to Friday, and 9:30 am, 11:00 am, and 12:30 pm on Saturday.

In Woodview computer time will be on a first come, first served basis.

Computers are thoroughly cleaned and disinfected after each use and silicone keyboard coverings are alternated and sanitized. The Technology Centre will be closed to all patrons during this cleaning period.

Patrons will be encouraged to use the wifi outside unless they need to print.

Printing is available upon request and patrons will pick up their printing at the Tech desk. Photocopying, scanning to e-mail and faxing services will be provided by staff wearing gloves. Patrons will be advised that this service is “use at your own risk” as we cannot clean the scanning bed after every use and there is a possibility of transmission from one patron’s paperwork to the next.

Cleaning & Washrooms

The “Ladies” washroom will be closed and the “Family” bathroom will be open for public use. Staff will use the “Staff” bathroom.

Cleaning and disinfecting will be done twice daily at the Apsley Branch. At midday, the following must be cleaned: all door handles, especially entrances/exits, all light switches, washroom toilet handles and taps, frequently used counters eg. the circulation desk and any tables used.

Signage promoting and explaining proper handwashing will be posted in public washrooms.



COVID-19

1. Have you travelled outside of **Canada** in the past 14 days?

OR

2. Have you been advised by public health to self-isolate because of a COVID-19 positive result?

OR

3. Have you been identified by public health as a close contact of a current case of COVID-19?

OR

4. Do you have any of the following symptoms?

- fever ▪ new or worse cough ▪ shortness of breath ▪ difficulty breathing
- sore throat ▪ headaches ▪ diarrhea ▪ chills ▪ runny nose/nasal congestion without other known cause ▪ nausea/vomiting ▪ pink eye (conjunctivitis)
- difficulty swallowing ▪ unexplained fatigue/malaise/muscle aches
- abdominal pain ▪ decrease or loss of sense of smell or taste

OR

5. Are you over 70 years of age and experiencing delirium, unexplained or increased number of falls, acute functional decline, or worsening of chronic conditions?

IF YES: DO NOT ENTER

Please return home to self-isolate and contact
Peterborough Public Health to consult with a nurse
call... **705-743-1000**
email... **covid19@peterboroughpublichealth.ca**

IF NO:

Please proceed and
use hand sanitizer on entry.





Face Covering REQUIRED

Wear a face covering unless one of these exemptions applies to you:

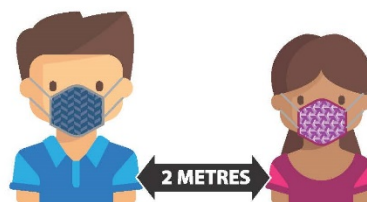
- Children under 2 years
- Children 5 years (chronologically or developmentally) if they cannot or refuse to wear it
- People who cannot put it on or remove it without assistance
- People who have difficulty breathing while wearing it, or have other medical exemptions
- People who cannot wear it for religious reasons



Use Hand Sanitizer (at least 60% alcohol)



Stay 2 metres Apart from Others



Peterborough
Public Health

Follow us...    @Ptbohealth

Thank you for keeping our community safe.

The Six Steps of Proper Handwashing



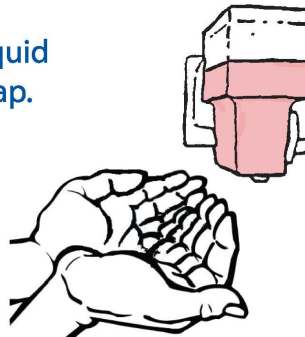
**Peterborough
Public Health**

For more information,
please call 705-743-1000.

- 1.**
Wet hands with
warm water.



- 2.**
Apply liquid
hand soap.



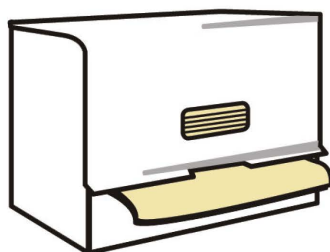
- 3.**
Lather hands away from
water for 20 seconds.



- 4.**
Rinse.

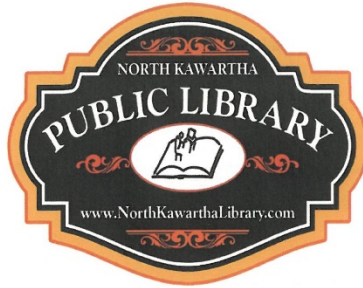


- 5.**
Dry hands with paper towel.



- 6.**
Turn taps off with
paper towel.





Please limit your visit to

15 minutes

- Wifi use is OUTSIDE only unless you need to print**
- One person per family to enter**
- Please touch as few items as possible**

Returned materials will be quarantined for one week before being placed back into the lending collection.

The North Kawartha Public Library cannot guarantee the safety of library items.

Please handle with caution.

Physical Distancing...

means reducing close contact between people to slow the spread of infection and disease.



Peterborough
Public Health

peterboroughpublichealth.ca

#PhysicalDistancing

Appendix 1

Pandemic/Epidemic Procedures & Guidelines for Staff

Employees are expected to reduce or prevent the spread of communicable disease in the workplace by engaging in the following actions to protect themselves, coworkers and the public.

Self-Monitoring & Reporting of Illness

If you are ill, **do not come to work**, notify the CEO/Librarian immediately, contact Peterborough Public Health (705-743-1000) or your primary care provider, complete the online self-assessment and follow the instructions provided.

covid-19.ontario.ca/self-assessment/

All staff must complete the COVID-19 Screening Form each day before starting work.

Coworkers will be informed if a staff member tests positive for COVID-19. Self-isolation and potential quarantine of staff will be dealt with on an individual basis following medical directives.

All employees and volunteers are advised to continue to monitor their health and practice good hygiene habits to stay healthy.

Mental Health is particularly important in these uncertain times. Employees should not hesitate to reach out to the CEO/Librarian for guidance to resources or go to:

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/resources_ontarians_experiencing_mha.pdf

Personal Hygiene

Signage describing proper hand washing and hand sanitization techniques will be made available and visibly posted where possible.

Hand washing minimizes the risk of spreading germs and viruses. The following steps must be followed at all times while working in both branches.

- When you cough or sneeze, cover your mouth and nose with your elbow. If using a tissue, immediately throw the tissue out and wash hands thoroughly.
- Avoid touching your eyes, nose and mouth as much as possible, ensuring you wash your hands first.
- Wash your hands with soap and water for at least 20 seconds:
 - Immediately after using the restroom
 - Before and after you eat

- Immediately after coughing, sneezing, using a tissue or smoking
- After handling cash or touching any high traffic surface
- At regular intervals throughout the day
- If soap and water are not available or practical, use enough alcohol-based hand sanitizer to completely cover hands, and rub until dry.
- Avoid high-touch areas, where possible, or use a clean tissue or your knuckle to touch light switches, doors etc, and clean hands afterwards.

Adhere to signage from Public Health Ontario on “How to Wash Your Hands and How to Use Hand Sanitizer”.

USE OF PERSONAL PROTECTIVE EQUIPMENT (PPEs)

Utilize all provided PPE as directed.

Gloves

Disposable gloves will be provided as an additional measure, not as a substitute for proper handwashing. Staff should plan out their work activities to optimize the number of gloves used per day, however glove use will not be restricted. In the event of contamination, gloves will be replaced.

Do not touch your face with gloved hands. Take care when removing gloves and dispose of them properly. Ensure you wash hands after removing gloves. Please note that gloves do not replace frequent hand washing and frequent disinfection of high-touch surfaces.

Adhere to signage from Public Health Ontario on “Steps to Take Off Gloves”.

Masks

The use of non-medical masks is mandatory to reduce transmission of the virus to others and provide reassurance to those around you.

A supply of disposable medical style masks will be provided for direct customer service interactions. Re-usable masks can be worn at the employee’s discretion. Employees may bring in and wear their own masks.

Adhere to signage from Public Health Agency of Canada on “How to Safely use a Non-Medical Mask or Face Covering”.

Physical Distancing

COVID-19 is spread through close contact. It is extremely important that all workplace parties maintain the physical distancing requirement as advised by Public Health officials; a **distance of 2 metres (6 feet) is required at a minimum**. If this cannot be maintained due to the scope of work, alternate means of protection or barriers must be utilized, such as face masks and/or other physical barriers.

Where there are no barriers, but the appropriate distance exists, consider placing a visual reminder to maintain social and physical distance.

Adhere to signage from Peterborough Public Health on “Physical Distancing”.

All materials on the sign-off sheet will be posted on the staff bulletin board in the kitchen.

Schedule A

Employee/Volunteer Pandemic/Epidemic Sign-off Sheet

It is the responsibility of the CEO/Librarian to review the following policies with their employees/volunteers. Any questions should be directed to the CEO/Librarian. It is the responsibility of each employee/volunteer to ensure that any questions or concerns are satisfied.

By signing this form each employee/volunteer agrees that they have read each policy and all attachments and schedules forming the policy and that they clearly understand each one.

TITLE	POLICY	CHECK √
Pandemic/Epidemic Procedures & Guidelines for Staff	Personnel Policy	
Public Health Ontario "How to wash your hands & how to use hand sanitizer" Poster	"	
Public Health Ontario "Steps to take off gloves" Poster	"	
Public Health Canada "How to safely use a non-medical mask or face covering" Poster	"	
Peterborough Public Health "Physical Distancing" Poster	"	
7.9 Safety, Security and Emergencies	7.9	
7.10 Continuity of Operations Plan	7.10	
7.11 Curbside Pick-up & Public Access Computers Procedures	7.11	
7.12 Pandemic/Epidemic Safety Plan	7.12	
7.13 Workplace Vaccination Policy – Coronavirus (COVID-19)	7.13	

Date: _____

CEO/Librarian: _____

Employee/Volunteer: _____

Coronavirus Disease 2019 (COVID-19)

How to wash your hands



Wash hands for
at least 15 seconds

1



Wet hands with
warm water.

2



Apply soap.

3



Lather soap and rub
hands palm to palm.

4



Rub in between and
around fingers.

5



Rub back of each hand
with palm of other hand.

6



Rub fingertips of each
hand in opposite palm.

7



Rub each thumb clasped
in opposite hand.

8



Rinse thoroughly under
running water.

9



Pat hands dry with
paper towel.

10



Turn off water
using paper towel.

11



Your hands are now
clean.

How to use hand sanitizer



Rub hands for
at least 15 seconds

1



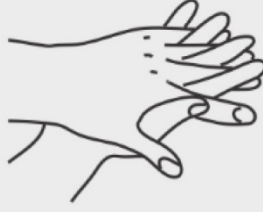
Apply 1 to 2 pumps
of product to palms
of dry hands.

2



Rub hands together,
palm to palm.

3



Rub in between and
around fingers.

4



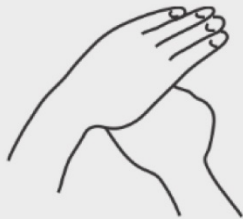
Rub back of each hand
with palm of other
hand.

5



Rub fingertips of each
hand in opposite palm.

6



Rub each thumb
clapsed in opposite
hand.

7



Rub hands until
product is dry. Do not
use paper towels.

8



Once dry, your hands
are clean.

Sources:

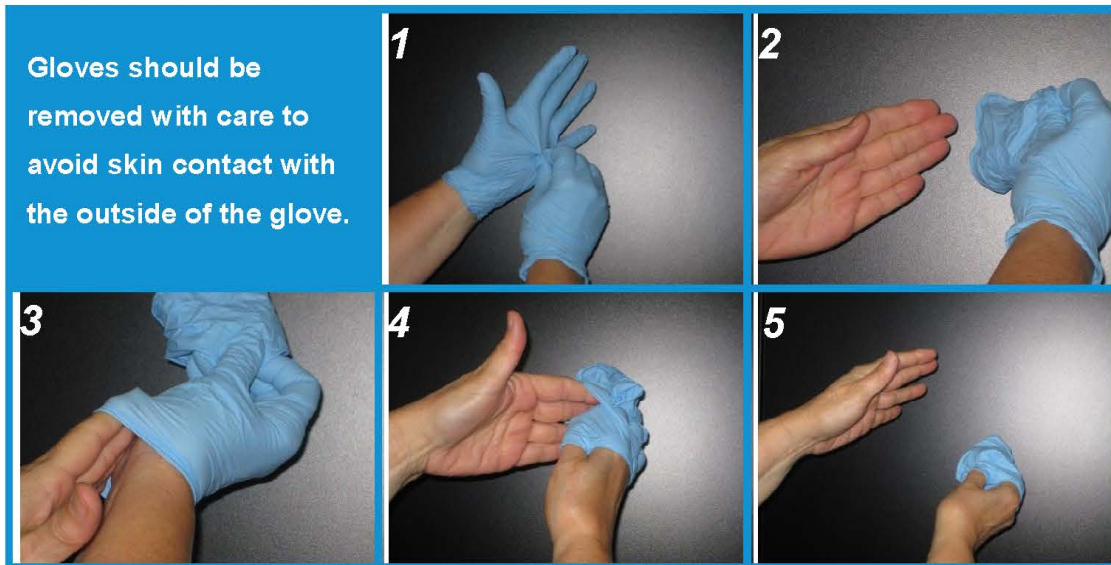
Ontario Agency for Health Protection and Promotion (Public Health Ontario), Provincial Infectious Diseases Advisory Committee. Best practices for hand hygiene in all health care settings [Internet]. 4th ed. Toronto, ON: Queen's Printer for Ontario; 2014. Available from: <https://www.publichealthontario.ca/-/media/documents/bp-hand-hygiene.pdf?la=en>

The information in this document is current as of March 16, 2020.

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Steps to Take Off Gloves



©Ontario Agency for Health Protection and Promotion 2013

Disposable gloves should be removed as follows:

- 1** Remove gloves using a glove-to-glove/skin-to-skin technique. First, grasp the outside of one glove at the palm.
- 2** Peel glove away from the palm toward the fingers, rolling the glove inside-out. Be careful not to touch your skin with your gloved hand. The contamination is now on the inside. Ball the glove up and hold in your other gloved hand.
- 3** Carefully slide the un-gloved index finger inside the wrist band of the gloved hand. Try and avoid touching the outside of the glove because that is the contaminated region.
- 4** Gently pull outwards and down toward the fingers, removing the glove inside out.
- 5** Pull the glove down so that the first glove ends up inside the second glove and no part of the outside is exposed. Throw away both gloves in an appropriate container. Perform hand hygiene.



HOW TO SAFELY USE A NON-MEDICAL MASK OR FACE COVERING

DO'S



DO wear a non-medical mask or face covering to protect others.



DO ensure the mask is made of at least two layers of tightly woven fabric.



DO inspect the mask for tears or holes.



DO ensure the mask or face covering is clean and dry.



DO wash your hands or use alcohol-based hand sanitizer before and after touching the mask or face covering.



DO use the ear loops or ties to put on and remove the mask.



DO ensure your nose and mouth are fully covered.



DO replace and launder your mask whenever it becomes damp or dirty.



DO wash your mask with hot, soapy water and let it dry completely before wearing it again.



DO store reusable masks in a clean paper bag until you wear it again.



DO discard masks that cannot be washed in a plastic-lined garbage bin after use.

DO YOUR PART.

Wear a non-medical mask or face covering to protect others when you can't maintain a 2-metre distance.

NON-MEDICAL MASKS ARE NOT RECOMMENDED FOR:

- People who suffer from an illness or disabilities that make it difficult to put on or take off a mask
- Those who have difficulty breathing
- Children under the age of 2

DON'T JUDGE OTHERS FOR NOT WEARING A MASK.

Kindness is important as some people may not be able to wear a mask or face covering.

DON'TS



DON'T reuse masks that are moist, dirty or damaged.



DON'T wear a loose mask.



DON'T touch the mask while wearing it.



DON'T remove the mask to talk to someone.



DON'T hang the mask from your neck or ears.



DON'T share your mask.



DON'T leave your used mask within the reach of others.

REMEMBER, wearing a non-medical mask or face covering alone will not prevent the spread of COVID-19. You must also wash your hands often, practise physical distancing and stay home if you are sick.



Updates to Procedures

July 2021

- To control capacity limits, we need to count patrons. Some patrons may have to wait outside until others exit. Therefore, we will need to discontinue the use of rear exits.
- Provincial guidelines updated to end quarantining of materials. We opened all drop boxes and stopped quarantining cash.
- Appointments for public access computers were not necessary due to the limited amount of patron requests.

November 2021

- WIFI is now permitted inside for one hour
- Limited inside seating is available
- More one on one tech help is available