# COVID-19 safety plan

## Company details

Business name: Bonfield Public Library

Date completed: July 6, 2021

Revision date:

Developed by: Jeannette Shields, CEO/Librarian in consultation with Library Assistants, Holly Brodhagen and Patricia Vezina

These protocol for reopening the library which will be used in the event of an epidemic/pandemic or other public health emergency. The health and safety of our staff and patrons is our most important consideration as we resume library operations and services. The Bonfield Public Library Board will follow the lead of local health experts, municipal, provincial and federal authorities. In moving forward the library will continue to communicate and provide information on programming and outreach activities. This document may require regular review and revision to ensure compliance with regulations set out by health and/or government officials.

## How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

The CEO monitors evolving guidelines and recommendations regularly to ensure our policies and procedures are up to date and meet legislated requirements, health & safety recommendations, municipal policies, and ministerial guidelines, as well as information from professional library networks. The CEO will ensure staff are aware of, and have access to the Library policies.

The CEO will ensure all employees have reviewed all COVID-19 health and safety measures and procedures implemented prior to re-opening the library to the public.

## How will you screen for COVID-19?

Bonfield Public Library Staff will be using the online self-screening assessment tool developed by the Ontario Government <https://covid-19.ontario.ca/self-assessment>. Staff will be required to print out their result prior to each shift and insert it in the Self-Screening folder. Staffs are additionally expected to be responsible by fully disclosing any travel or potential contact with infect persons that might place them or their colleagues at risk. If Staff does not pass the screening, they may not enter the workplace, contact the CEO immediately, contact their health care provider or Telephealth Ontario (1-866-797-000) to find out if they need a COVID-19 test and for further instructions upon entry to the Bonfield Public Library.

All visitors/patrons must pass the passive screening before entering the library. We’ve posted signage at the entrance door and again at the sanitization station.

## How will you control the risk of transmission in your workplace?

* Face mask is mandatory in enclosed public spaces by all persons entering our facilities.
* Signage will be posted.
* Hand sanitizers will be provided to patron and staff before entering the premises.
* Plexiglass will be in place at the circulation desk
* Physical distancing signage will be posted within the library
* Staff will be provided with their own basket that will include their own hand sanitizer office supplies, masks/Face Shield
* Maximum in-person daily visit length of 15 minutes for browsing
* Maximum in-person daily visit length of 30 minutes for computers, Headphones will not be provided. If patron requires sound they will require bringing their own. The library will provide only two computers available for public use and one children computer. Appointments will be required. The number of computer stations has been reduced.
* Outdoor wi-fi use is available 24 hours per day, 7 days per week provided physical distancing is maintained.
* No in-person programming events will be provided.
* Check-out will be provided by scanning library materials throught the plexiglass
* Patron will bag their library items
* Enhanced cleaning and disinfecting measures have been put into place such as disinfecting of high-touch areas, Computer stations between uses.
* Maximum capacity will be posted at the front door.
* Chairs been removed

## What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

Bonfield Public Library employees follow the required checklist screening prior to each shift, to ensure that those who are sick stay home, or return home. If the employee informs the CEO of symptoms, close contact with someone with symptoms, or that they were potentially exposed, they will be required to complete the online Government of Ontario self-assessment (<https://covid-19.ontario.ca/self-assessment/>) for recommendation on what to do next. The employee is required to follow any recommendations given by the tool, including being tested and self-isolating. Additionally, potential exposure risks will be evaluated on a case-by-case basis, with employees providing full disclosure to the CEO to allow for reasonable risk mitigation, which may include the employee being advised to refrain from entering the workplace. If they cannot leave the workplace immediately, evacuate patrons in the library, lock the library door until you can leave safely. As in any medical emergency, contact with their designated emergency contact will follow, if appropriate and necessary. If the person is very ill call 911, contact their doctor or Telehealth Ontario at 1-866-797-0000 for further directions about testing and self-isolation.

Contact North Bay Parry Sound District Health Unit (www.myhealthunit.ca) North Bay Office – 345 Oak Street West North Bay 705-474-1400 or the COVID-19 designated phone line 1-844-478-1400 In case of an exposure, contact with the local public health is crucial to ensure all guidelines and recommendations are followed and any additional next steps.

Bonfield Public Library will close immediately until further notice.

## How will you manage any new risks caused by changes to the way you operate your business?

In placing mental health and safety of all staff members, the Bonfield Public Library CEO has established check-ins to inquire and engage employees to share how they are coping with changes to the workplace and challenges they may be facing. Weekly catch-up sessions and discussions about any relevant policy changes/additions, new procedures and processes will continue as the circumstance evolves

If staff is told to self-isolate because of potential exposure to COVID-19, the employee may be authorised to work from home, use vacation time, or may be able to switch shifts with another employee - under the direction of the CEO. This is also all dependent upon the staff member's role and whether the staff member is full-time or casual, and also dependent upon the timing of the employee's next shift. There is no guarantee that any hours would be compensable.

## How will you make sure your plan is working?

The plan will be reviewed, to ensure it continues to meet the appropriate level of risk mitigation. Staff will review and initial document, the Board will receive a copy, and the plan will be shared with the snapshot portion of the plan will be posted for the public and as a reminder for staff. Any updates to the plan will be shared with employees and other stakeholders in a timely manner. The CEO will monitor compliance regarding safety protocols. Any updates to the plan will be shared with employees and other stakeholders in a timely manner.

# COVID-19 safety plan – snapshot

This snapshot can be posted in a place where it can be seen easily so your workers, clients and other people entering the workplace will know what actions are being taken.

Bonfield Public Library

Date completed: July 6, 2021

Revision date:

## **Measures we’re taking**

### **How we’re ensuring workers know how to keep themselves safe from exposure to COVID-19**

* Monitor North Bay Parry Sound District Health Unit for updates to information
* Develop policies/procedures/protocols
* Providing signage to inform
* Post information on our website and facebook account

### **How we’re screening for COVID-19**

* Staff will be required to take the active Province of Ontario self-assessment screening tools and print out their result at each shift
* Patron’s passive self-assessment screening will be posted at the front door and again at the sanitization station.

### **How we’re controlling the risk of transmission in our workplace**

* Plexi-glass barriers
* Physical distancing and separation
* Face Masks
* Hand Sanitizer

#### Cleaning

* One-person workstations/Computers – with sanitization between
* Increased cleaning of high-touch areas

#### Other

* Working remotely when necessary and possible
* Masks are required at all times, except for exemptions permitted by the Health Unit.
* If a patron cannot wear a mask, staff may offer curbside
* We continue to offer curbside. Protocols are in place to ensure safe curbside service.

### **What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace**

* All staff remain at/or go home
* They must complete the Ontario self-assessment tool and follow its instructions, and notify the CEO.
* Contact North Bay Parry Sound District Health Unit
* Follow Ministry of Health directions
* Inform Staff
* Inform the Bonfield Public Library Board , Bonfield Township, Ministry of Labour as necessary
* We will ensure thorough cleaning of areas where a staff person worked who became ill (with or without COVID-19 symptoms).

### **How we’re managing any new risks caused by the changes made to the way we operate our business**

* With each change in Provincial or Regional regulations, we review our critical risks and assess whether further change is needed to manage these risks.
* We contact staff regular to understand how changes in the library are impacting our work, our safety, and our physical and mental health, and to brainstorm improvements.

### **How we’re making sure our plan is working**

• We evaluate and adapt our plans with changes in government regulations.

• Staff and patron feedback is encouraged. Changes to library service levels are shared via our website, social media, with posters at the library.