



Type:	Administrative Plan or Program
Authority:	CEO
Staff Presentation:	August 6, 2020 All-Staff Meeting
Associated Documents:	<ul style="list-style-type: none"> • POL-ADM.2018.45 Commitment to Health & Safety • PLAN.HS.2020.1 Pandemic Preparedness and Business Continuity Plan • PLAN.HS.2020.3 Cleaning Protocols During COVID-19 • PLAN.HS.2020.4 Handling Materials During COVID-19 • Report- ADM.20.20 Re-Opening Plans for BMPL Facilities • PSHSA COVID-19: Precautions When Working as a Library Worker • PSHSA Health and Safety Guidance During COVID-19 For Library Employers • A Framework for Reopening our Province: Stage 3

Section I Plan Approval

This plan is based on the *PSHSA Health and Safety Guidance During COVID-19 for Library Employers, A Framework for Reopening our Province: Stage 3* limitations for libraries and galleries, and the Grey Bruce Health Unit (GBHU) requirements.

Section II Requirements of Patrons

All patrons wishing to enter the building will be required to adhere to the following requirements:

1. As per GBHU regulations, face coverings such as a non-medical grade mask or cloth mask are required when inside any public building. Those 2-years-old or less or those unable to safely place or remove a mask are exempted.
2. Any individual who cannot wear a mask for medical reasons, such as respiratory limitations, will be provided with a face shield when in the building.
3. Any patron who is of walking age will be required to utilize the hand sanitizer at the entry.

Section III Maximum Visitors in the Building

1. No more than 15 visitors may be in the building at any time.
2. This maximum does not include staff when they are working.
3. Any patron who is of walking age and *not* requiring to being carried (e.g. in a child backpack or infant) will be counted in the maximum number of visitors in the building. This includes those in strollers or those with personal assistants or care works as the space needed for additional equipment or personnel has been built into the person/10 square meter calculation.

4. As a result of this limited number in the building, and the limitation by the province for interior numbers over 50, and the limitation for library programming; no programs will occur, including The Gallery receptions.

Section IV Contact Tracing

1. Upon entry, all visitors will be asked the questions provided by GBHU including travel and symptoms statements.
2. BMPL shall employ the ILS to complete contract tracing of all patrons.
3. Anyone visiting who is not a patron will complete a contract tracing document.
4. Contact tracing information will include:
 - a. Date and time of entry
 - b. Name
 - c. Address
 - d. Phone Number
 - e. Email
 - f. Home Address
5. All contact tracing shall be retained for the GBHU for no less than 30 days prior to being purged. This includes scanned paper forms and ILS records.
6. Contact tracing confidential information will only be shared with the GBHU or other health unit, as instructed by GBHU.
7. Any visitor refusing to complete contact tracing will not be allowed entry into the facility.
8. Staff will also contact trace each time entering any BMPL or TBM facility, utilizing the online app.

Section V Spacing and Set-Up

1. A monitoring station will be installed at the entry. This new staff station will be available to complete contact tracing, and assure masks/face shields are in place, hand sanitizer is utilized, and maximum numbers in the building are not exceeded.
2. The stacks or open browsing will not be available to patrons in the August opening.
 - a. Pre-hour access, by appointment, may be entertained by the CEO for the BVCS classroom access regularly provided. Additional protocols will be put into place as a joint agreement by both parties, including the classroom teachers, should this occur.
3. A selection of materials will be placed on display, on a set directional walking path, for patrons to browse.
4. Curbside holds will cease, and holds will return to inside pickup only. The plastic bins, which curbside was placed in, will no longer be used, and materials will be placed on the table without additional protection. These bins were used for outside weather protection and because patrons were not required to wear masks when retrieving their pickups outside of the building-both of which are non-issues inside the facility.
5. Stanchions will be used, as well as directional arrows, and “stand here” signs, to keep patrons moving in a safe traffic pattern.
6. Physical distancing of 2 meters will remain the standard in the building. Any individuals not respecting this distance may be asked to leave.

7. The two main public washrooms, as well as the public kitchen will be closed. The family washroom will be available.

Section VI Entry and Egress

As the L.E. Shore facility is not designed with entry and egress through different doors, patrons may enter and exit through the same doors. Any patron capable of exiting through the courtyard will be encouraged to do so, but this will not be enforced.

Section VII Materials, Browsing, and Quarantine

1. Light browsing of materials may occur in the display areas without any quarantining of the materials. Heavy use will warrant quarantine of materials.
 - a. *Light browsing* is described as touching a book to read the jacket; or flipping through a few pages for clarification of interest; or grabbing several items to get to a lower object, such as magazines or stacked books by the same author.
 - b. *Heavy use* would be described as reading a book such as a board book while in line, or spending significant time with a materials that would have typically warranted an in-house use statistic to be gathered.
2. Book baskets will be available with signs for used in-house materials requiring quarantine. This will be placed next to the children's displays and the magazine rack.
3. As referenced in *PLAN.HS.2020.4-Handling Materials During COVID-19*, all materials will be quarantined for 72 hours (3 days) when returned, with magazines quarantined for 96 hours (4 days). [See this document for specifics of handling and quarantine].

Section VIII Computer Use

1. The PC Stations will have limited access, and access will be at a 2m seating distance. Therefore, the number of available stations will also be limited.
2. Sessions will be blocked by hour, beginning at the top of the hour, and end after 45 minutes. Staff will then have 15 minutes to clean the station in preparation for the next block.
3. Patrons are encouraged to book an appointment for a computer in order to have a guaranteed access, and to arrive 5 minutes prior to their allotted time to allow for entry, contact tracing, and staff to authorize the session.
4. The 45 minute session beginning at the top of the hour cannot be extended, nor can late arrivals or those who spent time in lines to enter be given additional time.
5. A booked session will be given priority into the building as it pertains to the 15 maximum visitors; however anyone having reached the monitoring station at the entry, after their allotted time, may have lost their place in the building and would need to wait for an available spot. Time will not be extended.
6. Any session which starts after the top of the hour, including late arrivals and drop-ins, will have the balance of the 45-minute only for that session.
7. A second session may be available if there are no appointments pre-booked. No computer user may remain in the building for more than 90 minutes on a PC.
8. The Creator Space Computers will be booked by those who have been pre-approved for use, and booking will be for 90-minute sessions. These computers will be in the Boardroom.

Section IX Cleaning and Sanitizing

For details on cleaning see *PLAN.HS.2020.3-Cleaning Protocols in COVID-19*. Specific to the opening plan, the three-shift staff will have cleaning tasks hourly and as directed below. This includes:

1. Circulation Desk
 - a. Desk surface between patrons
 - b. Keypad of debit machine after use
 - c. High touch surfaces at courtyard door handle, reserved PCs, photocopier, and family washroom hourly.
2. Monitoring Station
 - a. High touch surfaces such as entry door handles and accessible push-buttons hourly
 - b. Pens required for non-patron contact tracing after use
 - c. Face Shields as needed
3. Phones/Administration
 - a. Boardroom Creator Space high touch surfaces after use.

These three staff should not all conduct their cleaning tasks at the same time, so as never to leave the front entry unattended or unmonitored.

Section X Review Cycle

This plan will be reviewed quarterly during the pandemic by the CEO; and be rescinded by the CEO when it is no longer relevant to the workplace. Any material changes to this plan will also be approved by the GBHU prior to implementation of amendments.

Original Approval: 07-24-2020