



The Deep River Public Library

COVID-19 Safety Plan – snapshot

Date completed: February 8, 2021

Revision date: April 12, 2021

Measures we're taking:

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

- We review Ontario Ministry of Health and Renfrew County and District Public Health guidance weekly, as well as information from professional library networks.
- The CEO and Health and Safety Representative complete a Workplace Hazard Assessment at each stage of opening.
- Staff are trained on new COVID-19 procedures, and meet to discuss changes at each stage.

How we're screening for COVID-19

- All visitors must pass passive screening before entering the library. We've posted signage at every entrance doorway.
- Staff pass the online COVID-19 Ontario Self-Assessment prior to each shift.
- If someone in an employee's household exhibits symptoms, staff will follow Renfrew County and District Health Unit recommendations for testing and staying at home.
- Anyone renting the program room must ensure that all attendees have screened for COVID symptoms. They must provide a list of attendees to the library for contact tracing.

How we're controlling the risk of transmission in our workplace

Physical distancing and separation

- Staff workstations have been rearranged to ensure 2m distancing. Staff are encouraged to work from home when possible.
- Plexiglass at the front desk provides a barrier when 2m distancing is not possible.
- Soft-seating has been removed. Hard chairs and tables set 2m apart provide study stations.
- The number of computer stations has been reduced. Remaining stations are 2m apart.
- We have established an occupancy limit of 20 people (including 6 in the children's area) in the library and 20 in the program room (10 for indoor fitness activities). This may be adjusted per provincial guidelines.
- Floor markings and unidirectional entrance and exits help manage traffic.
- All staff will wear a faceshield, in addition to their face mask, if a 2m distance is not possible with patrons who are not wearing a mask.
- A doorbell has been installed to facilitate curbside services and safe exchange of materials.
- Staff lunch breaks are staggered and occur where others are not working.

Cleaning

- All returned library materials are quarantined for 24 hours. Items used in the library for prolonged periods (for study) are quarantined for 24 hours. Materials lent through the Town of Deep River's Snow Equipment Lending Hub are disinfected before re-use.
- Staff handling non-quarantined material wear gloves and practice good hand hygiene.
- Hand sanitizer is available at the main entrance and throughout the library.
- Cleaning procedures have increased as per Renfrew County and District Health Unit recommendations. High touch surfaces are cleaned at least twice/day and as needed.
- Computer and study stations are disinfected after each use.
- An air purifier is used in the staff room to help improve air quality.

Other

- 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 or home delivery services.
- We continue to offer curbside and home delivery services. Protocols are in place to ensure safe home delivery.

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

- If an employee becomes ill at work, they must self-isolate in the CEO's office until they can leave the library safely. They must complete the [Ontario self-assessment tool](#) and follow its instructions, and notify the CEO.
- The library will follow Public Health recommendations should library staff or patrons test positive, including recommendations on cleaning, communications, and closure.
- 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 our operations

- 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 hold regular staff meetings 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 monthly and with changes in government regulations.
- Staff meet regularly to discuss issues as a team.
- Feedback from patrons is encouraged. Changes to library service levels are shared via our website, social media, with posters at the library, and in weekly advertisements in the North Renfrew Times.