

Prince George Public Library

COVID-19 Safety Plan – Indoor Events

Capacity for all program spaces in the library, including the Keith Gordon Room, is capped at 50 persons excluding event staff and organizers.

Signage is displayed at the entrance to programs making the capacity limit of each program clear. Library staff will ensure capacity numbers are monitored and complied with throughout the program duration.

All attendees aged 12+ are required to show proof of vaccination status to library staff prior to entering programs and events. This includes partners from the community and external presenters.

All attendees are required to record their first and last names, telephone number or email address, and vaccination status on a sign-in sheet prior to entering the program space. This information is collected for the purpose of contact tracing and is destroyed 30 days following the event.

Hand sanitizer will be made available at program entrances.

Masks are mandatory for individuals ages five and up inside of the library and at all programs, except when participants are eating or drinking.

To enable social distancing, seating, tables, and areas of activity are separated by a minimum of two metres. If attendees are not seated, signs, markers, and other methods will be used to guide and assist patrons in maintaining a two metre distance from one another.

Participants are encouraged to move through areas where congregation and congestion may occur in a one-way flow of walking. Signage and barriers will make these areas and the direction of travel clear. Areas that may result in congregation are sanitized frequently.

Public washrooms are available to use throughout programs. Handwashing stations in washrooms include water, soap, and paper towel.

If food or beverages are provided at an event:

- i. Snacks will be provided in single use containers with no shared utensils.
- ii. Hand sanitizer will be placed by snacks so that participants can use before and after use.
- iii. Signs will be used to remind participants to wash or sanitize their hands before taking food or drink items and to maintain a two metre distance from other participants.
- iv. High touch surfaces will be frequently cleaned and sanitized.

After participants have left the program, the premise will be cleaned and sanitized. Participants will disperse immediately following events.