

Prince George Public Library (PGPL) COVID-19 In Branch Safe Work Procedures

Updated July 22, 2020

On March 17, 2020 the British Columbia government declared a provincial state of emergency to support the province wide response to the novel coronavirus (COVID-19) pandemic. The primary directive from the Federal and BC Provincial governments is aimed at limiting potential exposure of Canadians to COVID-19. Employers are to review operations and take preventative measures to mitigate the risks of exposure to all workers. Everyone must do their part to help reduce the spread of the virus and help flatten the curve.

PGPL is requiring all staff to comply with the following measures and safe work procedures.

COVID-19 Preventative Measures to Mitigate Risk and Stop Transmission

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before and after eating or preparing food.
- Maintain safe physical distancing of two meters between yourself and others.
- If you have to cough or sneeze, try to do it into your elbow or a tissue, and then throw out the tissue if used and wash your hands afterwards.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- **Stay home when you are sick.** If you have any of the following symptoms you **MUST** stay home and contact your supervisor:
 - a fever
 - chills
 - a new or worsening cough
 - Shortness of breath
 - New muscle aches or headache
 - Sore throat
 - Have travelled outside of Canada within the last 14 days
 - Are a close contact of a person who tested positive for COVID-19
- Avoid close contact with people who are sick.
- Clean and disinfect frequently touched objects and surfaces.
- If you have questions about whether or not you should be tested for COVID-19, use the self - assessment tool at <https://bc.thrive.health/covid19>.

Entering/Leaving the Building

- Maintain safe physical distancing of two meters between people when entering and leaving the building.
- One person in the internal elevator at a time, max 2 in the rotunda elevator.
- Wash your hands when you enter the building.
- Sign in with a clean sign in pen.
- Disinfect your workspace when you start work for the day and again when you leave.
- Clear your name from the board when you leave.

- If staff are crossing the public area during open hours, a mask &/or visor is required
- Following capacity limits have been established:
 - Basement foyer 2
 - Book drop room 2
 - Staff room 3, max 2 at the table
 - Internal Elevator 1 staff
 - Rotunda Elevator 2 staff members
 - Rotunda entrance 4 in lower level, 3 on stairs if 6ft apart, 2 on upper level
 - 2nd floor staff washrooms 1 person at a time
 - BHBR Main floor
 - Behind service desk 3 staff
 - Public area 20 public plus limited staff as needed when open keeping 2m (6ft) of distance from other people
 - Keith Gordon Room 15 staff only
 - Nechako Branch
 - 5 staff behind service desk and in the office combined
 - Public area 20 public plus limited staff as needed when open keeping 2m (6ft) of distance from other people
 - 2 staff in multipurpose room
 - Otherwise the guideline is 54 sq ft of open floor area per person

Physical Distancing

- Follow safe social distancing guidelines of maintaining two meters' distance between people.
- Stay behind plexi-glass whenever possible during interactions with the public
- When in public spaces during open hours staff are required to wear a non-surgical mask &/or face shield which will be made available to staff
- If you need to talk to another staff member, make sure you stay **six feet or two metres** away or use your phone to contact them.
- If you need to work in a group or meet with others, ensure that you are in a space that allows for the six feet/two metre distance among people.
- Use Zoom, FaceTime, Microsoft teams, etc. as much as possible.
- The public is encouraged to wear a mask while in the library

Cleaning Protocols

- Nightly cleaning of the facilities occurs with additional attention paid to disinfection of high-touch surfaces
- Mid-day cleaning of washrooms and high-touch surfaces at BHBR Mon-Fri
- Staff disinfect public computers after each 45-minute public session
- Staff disinfect high touch surfaces regularly Nechako

Use of Vehicles

- Should staff need to travel, only one person per vehicle, per day or all parties must wear a non-surgical mask.

- If you are using the library van, disinfect before and after use in addition to normal procedures.
- In vehicles with multiple workers, turn the vents or air conditioning controls to allow outdoor air to flow in. Do not set the vents to recirculate.
- Windows should be left partially open to allow as much outdoor air as possible into the vehicle.

Social Distancing: Deliveries

- Deliveries from outside agencies, including mail delivery, should be conducted in a manner as to minimize contact.
- Wash your hands before and after accepting deliveries and handling mail.

Staff room and Breaks

- Wash your hands when you go into the staff room.
- Maintain a distance of two metres between each other.
- If there is anyone in the kitchen area, please give them space to finish their task and leaving before entering the area.
- Only three people using the staff room, max two eating at the table at a time.
- Bring a lunch/snack that does not require a lot of preparation (to limit microwave use, surface use, utensil use, etc.).
- Disinfect the areas, surfaces, appliances, etc. that you use in the staffroom.
- If you are leaving during your break or lunch, make sure you follow the same protocols that you did when you arrived.
- When you are finished wash your hands again before you go back to your office or workspace.
- **Do not share food or drink.**

Disinfection/Sanitization Supplies

- Sanitization stations
 - Main floor public station near link to the rotunda at BHBR and near entryway at Nechako
 - Staff sanitization stations at BHBR are near the elevator on both levels
 - In addition to staff washrooms, the “Littler” room will have an operating sink upon opening for staff handwashing
 - Staff sanitization station at Nechako will be behind the service desk
- If you require additional information regarding supplies, please see your supervisor or contact maintenance.

Illness

- If you, or a member of your household is sick, contact your supervisor.
- If you start to develop symptoms while at work, let your supervisor know via email or phone and go home.
- Exit building safely.
- Supervisor will then contact Controller of Facilities and Finance
- Controller will advise supervisor what to do in terms of next steps.

- If you have been in contact with someone that has been diagnosed with COVID 19 or a presumptive case, you MUST report this to your supervisor who will then notify the department manager.
- If a member of the public appears to have COVID-19 symptoms, staff will advise a manager or in-charge person to assess the situation

Enhanced Cleaning for Areas Exposed to Illness or COVID19

- Immediately restrict access to area by all staff members
- Contact Controller, Finance and Facilities and maintenance.
- Maintenance and/or cleaners with thoroughly disinfect the area following a 24 hour quarantine period.
- Staff will be notified when it is safe to enter

Practice Self-care / Managing Stress

Build self-care into your day. All the things you do to take care of yourself will help manage your stress. And by taking good care of yourself, you'll be better prepared to take care of others. Some self-care ideas:

- Meditate
- Take a break outside
- Practice deep breathing
- Have a virtual coffee date with a friend
- Read about something other than the virus
- Start a digital detox (leave your phone alone for a while)
- Exercise

If you are struggling and feel that you need support, please access our Walmsley Employee & Family Assistance Program (EFAP) www.walmsley.ca or info@walmsley.ca

From B.C. Centre Disease Control (already posted)

- Physical distancing (http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_PhysicalDistancingPoster.pdf)
- Do not enter if you are sick (http://www.bccdc.ca/Health-Info-Site/Documents/COVID19_DoNotEnterPoster.pdf)