

# Prince George Public Library (PGPL) COVID-19

## In Branch Safe Work Procedures

Updated Feb 8, 2021

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

- **NEW** – masks are required on the public floor, in common staff areas, elevators, hallways, lobbies and stairwells. You may remove your mask to eat or while at your own desk.
- Face shields are not a substitute for a mask, as there is an opening below the mouth.
- 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

- **NEW** – Health orders require employees to do daily health checks, complete the form each day before you enter the branch - <https://www.pgpl.ca/staff/health-check>
- Maintain safe physical distancing of two meters between people when entering and leaving the building.

- Staff should use the internal elevator only to avoid unnecessary contact with the public in a small space.
- **Updated** - One person in the internal elevator at a time, max 2 in the public entrance elevator.
- Sanitize your hands when you enter the building.
- Disinfect your workspace when you start work for the day and again when you leave.
- 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
  - **NEW** - Public entrance elevator 2 people or one family/public group
  - 2<sup>nd</sup> floor staff washrooms 1 person at a time
  - BHBR Main floor
    - Behind service desk 5 staff (masks required)
    - **Updated** - Public area 30 public plus limited staff as needed when open keeping 2m (6ft) of distance from other people
    - Keith Gordon Room 15 staff only
  - **NEW** – BHBR 2<sup>nd</sup> Floor
    - Behind service desk 2 staff (masks required)
    - Public area 50 public plus limited staff as needed when open keeping 2m (6ft) of distance from other people
  - Nechako Branch
    - 5 staff behind service desk and in the office combined
    - Public area 15 public plus limited staff as needed when open keeping 2m (6ft) of distance from other people
    - 2 staff in multipurpose room
    - 1 staff in staff room
  - Otherwise the guideline is 5 sq meters of open floor area per person per the public health order (Jan 8, 2021 version) <https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-photo-order-gatherings-events.pdf>

Calculations for the capacity at BHBR are as follows (note that the floor areas are approximate but conservative). We have chosen a smaller number and will increase the occupancy limits to a level that feels comfortable but not crowded for staff and patrons. It may take some time to identify the ideal occupancy number for each floor.

#### Main

- Public area 6020 sq ft (559.27 m<sup>2</sup>)
- Shelves etc 777 sq ft (72.12 m<sup>2</sup>)
- Useable area 5243 sq ft (487 m<sup>2</sup>)
- Maximum occupancy of public areas based on the BC public health order retail (section L)  $487\text{m}^2/5\text{m}^2 = 97$  maximum occupancy

#### 2<sup>nd</sup> floor

- Public area 11340 sq ft (1053.5 m<sup>2</sup>)
- Shelves etc 1544 sq ft (143.4 m<sup>2</sup>)
- Useable space 9796 sq ft (910 m<sup>2</sup>)
- Maximum occupancy of public areas based on the BC public health order retail (section L)  $910\text{m}^2/5\text{m}^2 = 182$  maximum occupancy

## **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 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, 12 years and older, is required to wear a mask while in the library. People who cannot wear a mask or who cannot put on or remove a mask on their own are exempt.

## **Cleaning Protocols**

- Nightly cleaning of the facilities occurs with additional attention paid to disinfection of high-touch surfaces
- Mid-day cleaning of washrooms, public seating and high-touch surfaces at BHBR Mon-Fri by Library or janitorial staff
- Staff disinfect public computers after each public session
- Staff complete additional disinfecting of public seating and high touch areas as needed
- Staff disinfect high touch surfaces regularly at 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 at BHBR, max two eating at the table at a time. 1 person at a time in staff room at Nechako.
- 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

- **Updated** - Sanitization stations
  - Public stations between elevator and security gates at main and 2<sup>nd</sup> floor, at plaza entrance, at the parking lot entrance, and near entryway at Nechako
  - Staff sanitization stations at BHBR are near the staff elevator on all levels and hand sanitizer in smaller bottles on the desks and there is a supply in the lunch room and KGR
  - 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.
  - Per email sent to all staff Sept 3, 2020
    - If you are feeling sick, stay at home and notify your supervisor and/or other staff members of your absence as you normally would.
    - If you have any [symptoms associated with COVID19](#), contact your supervisor to inform them of this (if you haven't done so as part of the first step above). Your supervisor may contact/follow up with you to confirm whether or not you have symptoms associated with COVID19.
    - If you have any [symptoms associated with COVID19](#), and are unable to reach your supervisor (for example, your supervisor is away on vacation/extended leave), contact your supervisor's supervisor or the department manager. This person may contact/follow up with you to confirm whether or not you have symptoms associated with COVID19.
    - Follow the [self isolation guidelines](#) issued by the BC CDC, isolating for 10 days from the day you first noticed your symptoms. If you are symptom free after 10 days, you may return to work.
    - If you think you may have contracted COVID19, or you want to confirm that you do not have COVID19, call 8-1-1 to arrange to be tested for COVID19, or consult with your doctor.
    - If you test positive for COVID19, please notify your supervisor and [Lisa Martinson](#) immediately, and follow the [self isolation guidelines](#) issued by the BC CDC. If you are a supervisor and you are notified that a staff member who reports to you has tested positive for COVID19, you will be asked to provide [Lisa Martinson](#) with the work schedules and names of people who may have interacted in-person with that staff member on the two days prior, so that contact tracing may be performed.
    - If you test negative for COVID19, or your doctor provides written confirmation that your symptoms are not caused by COVID19, please forward your doctor's note to Lisa Martinson and you may return to work when your symptoms disappear, without self-isolating for 10 days.

- 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 Manager of Facilities and Finance
- The Manager of Finance and Facilities will advise the 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 Manager of 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](http://www.walmsley.ca) or [info@walmsley.ca](mailto:info@walmsley.ca)

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

- Physical distancing ([http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19\\_PhysicalDistancingPoster.pdf](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](http://www.bccdc.ca/Health-Info-Site/Documents/COVID19_DoNotEnterPoster.pdf))