



## Communicable Disease Plan

October 27, 2021

The directive from BC Provincial governments is aimed at limiting potential exposure of Canadians to COVID-19 and other communicable diseases. 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 communicable diseases in our community.

The manager responsible for the Health and Safety Committee will be responsible for review the information monthly prior to our monthly health and safety meetings to be shared and to gather input from the Health & Safety members.

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

### Communicable Disease Preventative Measures to Mitigate Risk and Stop Transmission

- 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.
- Use hand sanitizer frequently and/or after handling anything given to us by a patron, i.e. their library card or ID.
- 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
  - Is 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>

**Cleaning Schedule** (Sent to staff September 2021)

- Every evening, contract janitorial staff will clean the building including washrooms, all high touch spots and work areas.
- Information Services staff will clean internet stations between use, when possible.
- Please remember to use gloves, and to put the cloths in the dirty rag bin located at each desk after use.
- Customer Experience staff will clean twice per day. The CX staff member who works the main floor service desk and the CX staff member who works the second floor service desk at 1:00 PM

<p><b>Service Desks</b> (Youth, Main Level, Second Floor)</p> <ul style="list-style-type: none"> <li>• All Service Desk computers</li> <li>• Mouse</li> <li>• Keyboards</li> <li>• Debit Machines</li> <li>• Main floor counters using bleach solution</li> <li>• Chair Arm Rests</li> <li>• Stools</li> <li>• Pens</li> <li>• Phones</li> <li>• iPods/ Radios</li> <li>• Tops of hand sanitizer</li> <li>• Office Supplies</li> <li>• Self-Check Outs</li> <li>• Printer</li> </ul>	<p><b>Backline</b></p> <ul style="list-style-type: none"> <li>• All Backline computers</li> <li>• Mouse</li> <li>• Keyboards</li> <li>• Scanners</li> <li>• Phones</li> <li>• Fans</li> <li>• Trolleys</li> <li>• Door handles</li> <li>• Elevator buttons</li> <li>• Staff Bathroom Doors</li> <li>• Faucet in the boardroom</li> <li>• Office Supplies</li> <li>• Bins</li> </ul>	<p><b>Public Areas</b></p> <ul style="list-style-type: none"> <li>• OPACs and Internet Stations</li> <li>• Mouse</li> <li>• Keyboards</li> <li>• Chairs</li> <li>• Tables</li> <li>• Blue Trolley Handles</li> <li>• Door Handles</li> <li>• Elevator Buttons</li> <li>• Orange Barrier Ledge</li> <li>• Self-Check Outs</li> </ul>
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**Cleaning Protocols**

- Nightly cleaning of the facilities occurs with additional attention paid to disinfection of high-touch surfaces
- Mid-day cleaning of high-touch surfaces at BHBR operating hours by Library staff
- Staff disinfect public computers after each public session
- Staff may complete additional disinfecting of public seating and high touch areas as needed
- Staff disinfect high touch surfaces regularly at Nechako

**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

### Entering/Leaving the Building

- Maintain safe physical distancing of two meters between people when entering and leaving the building.
- Sanitize your hands when you enter the building.
- Disinfect your workspace when you start work for the day and again when you leave.
- The guideline for space capacity 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-pho-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 to ensure a safe working environment for our staff and comfortable browsing experience for patrons.

#### 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 mask which will be made available to staff
- If you need to talk to another staff member, make sure you stay **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, 5 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.

### Use of Vehicles

- Should staff need to travel, 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.
- 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

- Located behind the service desks and the book drop room.
- If you require additional information regarding supplies, please see your supervisor or contact maintenance.

**Illness**

➤ **Per email sent to all staff Sept 27, 2021**

- 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 a member of your household is ill or is being tested for COVID 19, please inform your supervisor. You should seek guidance from your physician or call 8-1-1 to determine whether it's appropriate for you to return to the workplace and when.
- 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 will confirm whether or not you have symptoms associated with COVID19.

<p><b>Any ONE of these symptoms:</b></p> <ul style="list-style-type: none"> <li>• Fever</li> <li>• Chills</li> <li>• Cough</li> <li>• Loss of sense of smell or taste</li> <li>• Difficulty Breathing</li> </ul> <p><b>Get tested and stay home</b></p>	<p><b>Any ONE of these symptoms:</b></p> <ul style="list-style-type: none"> <li>• Sore throat</li> <li>• Loss of appetite</li> <li>• Headache</li> <li>• Body aches</li> <li>• Extreme fatigue or tiredness</li> <li>• Nausea or vomiting</li> <li>• Diarrhea</li> </ul> <p><b>Stay home until you feel better</b></p>	<p><b>Any TWO of these symptoms:</b></p> <ul style="list-style-type: none"> <li>• Sore throat</li> <li>• Loss of appetite</li> <li>• Headache</li> <li>• Body aches</li> <li>• Extreme fatigue or tiredness</li> <li>• Nausea or vomiting</li> <li>• Diarrhea</li> </ul> <p><b>Stay home and wait 24 hours to see if you feel better. Get tested if not better after 24 hours.</b></p>
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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.

- 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**, you may return to work when your symptoms disappear.

If you are off work due to illness or being in isolation, please code this as sick time. If you do not have sufficient sick leave banked to cover your illness or the isolation period please see your supervisor. Our preference is to continue to encourage staff who are feeling ill to not come into the library, so that illnesses (including the ordinary cold/flu) are not passed on to other staff members.

If you are a supervisor who has a staff member who has called in sick please ask them if they have any of the previous symptom listed above in the chart.

- More information from the BC CDC regarding [When to get tested for COVID19](#).
- More information from the BC CDC regarding [Close Contacts](#).
- Please call 8-1-1 or use the [BC COVID19 Self-Assessment Tool](#)
- If you have any questions or concerns about this information, please do not hesitate to talk to your supervisor, Lisa, or a member of the Leadership Team.

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

### **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))