

## **Sioux Lookout Public Library | COVID-19 Safety Plan**

*Updated on November 18, 2020.*

*Next review scheduled for January 2021.*

### **Contact Information:**

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The document outlines the control measures put in place to reduce the risk of transmission of COVID-19 at our workplace.

Our plan follows the **COVID-19 Safety Plan** guidelines as defined by the Government of Ontario (Ministry of Labour). This plan is readily available for review by all employees of the library, as well as patrons, contractors, suppliers, and any other person who could be providing services at our workplace.

Our **COVID-19 Safety Plan** is an appendix to our Conduct in the Library policy. Anyone who does not abide by the regulations in the plan is in violation of our Conduct in the Library Policy and subject to having their library access suspended.

The most recent version of our COVID-19 Safety Plan is available at the Circulation Desk of the library and posted to our website:

**[Slpl.on.ca/COVID-19](https://slpl.on.ca/COVID-19)**

The Sioux Lookout Public Library's COVID-19 Safety Plan is comprised of (4) approaches to reducing the risk of transmission in our workplace:

- 1. Controlling the Risk of Transmission in the Workplace**
- 2. Employee Education**
- 3. Disclosing Physical Health**
- 4. Reviewing and Revising the COVID-19 Safety Plan.**

## **Controlling the Risk of Transmission in the Workplace**

*The Sioux Lookout Public Library has implemented the following control measures in response to the COVID-19 pandemic:*

- Everyone who enters the library must wear a mask when inside the building and keep it on during their entire stay.
- A maximum occupancy of (10) library patrons (excluding staff) is in effect at all times during our opening hours.
- In order to enter the library, a patron must ring an intercom. Library staff may ask patrons to put on a mask or inquire about their health before being granted access to the building.
- Public washrooms are not available to the library patrons.
- A protective shield has been installed at the Circulation Desk. Library staff are encouraged to interact with patrons behind this shield as much as possible.
- An air filtration unit is installed at the Circulation Desk and is to be operated during our opening hours.
- Patrons are encouraged to practice physical distancing as much as possible when inside the library.
- Any material (books, DVDs, magazines, etc.) returned to the library is placed into a 1-week quarantine.
- Library staff regularly wipe down door handles, the Circulation Desk, and clean the Public Access Computers stations after each use.

## **Employee Education**

*We ensure our employees know how to keep themselves safe from COVID-19 by providing them with relevant and up-to-date information.*

- All staff members are required to complete an online course (**COVID-19 Safety in Canada**).
- COVID-19 is a standing agenda item at all staff meetings (held monthly).
- Internal memos are distributed to ensure all staff are aware of any revisions to library policies and procedures or revisions to the COVID-19 Safety Plan.
- Senior library staff review media releases from the Ontario Government (Ministry of Health, Ministry of Labour, etc.), the Northwestern Health Unit, various library agencies and share relevant information with other staff.

## **Disclosing Physical Health**

*Anyone who wishes to enter the building must be willing to disclose the condition of their physical health. Any person displaying the following symptoms (employees, patrons, visitors, etc.) may be asked to leave the building.*

- new or worsening cough
- shortness of breath or difficulty breathing
- temperature equal to or over 38°C
- feeling feverish
- chills
- fatigue or weakness
- muscle or body aches
- new loss of smell or taste
- headache
- gastrointestinal symptoms (abdominal pain, diarrhea, vomiting)
- feeling very unwell

Library staff members must stay home if they are exhibiting any of the above symptoms. The library will close (in accordance with our Hours of Operation policy) if less than 2 staff members are available to operate the library.

### **Reviewing and Revising the COVID-19 Safety Plan.**

*Senior library staff will collaborate with members of the Sioux Lookout Public Library Board to continually update this document.*

*The COVID-19 Safety Plan will be reviewed and potentially revised on a quarterly basis beginning in January 2021 (with later reviews scheduled for April, July, and October 2021). The most recent version of the plan will be discussed under an agenda item at board meetings scheduled during these months.*