

## Wollaston Public Library

Policy Type:	Operational	Policy Number:	OP – 18
		Policy Approval Date:	July 30, 2020
Policy Title:	Library Operations during COVID Phase 3 Re-Opening	Last Review Date:	July 30, 2020
		Next Review Date:	When further direction is given by the province with regard to community safety.

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### Assessment:

With the latest provincial and health guidelines regarding COVID 19, there is an opportunity to safely increase access to library services. Library staff will continue to interact with patrons through the pass-through window at the doorway.

The library could safely accommodate **up to 3 patrons** along with the Librarian at any given time within the building, provided certain directions were followed and **everyone wore masks**.

- There is interest from patrons to come into the library to browse for their own books and DVD's.
- There is interest from patrons who require technical assistance from the Librarian, which requires closer contact.
- There is interest from patrons to use the library computers.
- There is interest from patrons to sit indoors, where the room temperature is climate controlled, in order to make use of the Wi-Fi.

This policy has been written to continue to safeguard the community against COVID-19 and ensure compliance with the Emergency Management and Civil Protection Act (EMCPA) Ontario Regulation 263/20 Stage 3 Closures s.4(2) - or any more current regulation - as instructed by the Hastings Prince Edward Public Health (HPEPH) Acting Medical Officer of Health. Wollaston Public Library recognizes its role in reducing the spread of COVID-19 in our community.

Under the authority of the Acting Medical Officer of Health, no member of the public is permitted to enter or remain in the public areas of the Enclosed Public Space ("the library") unless he or she is wearing a mask in a manner that covers their nose, mouth and chin.

“Mask” means: a cloth (non-medical) mask, medical mask or other face coverings, (e.g., bandana, a scarf or cloth), for filtering respiratory droplets that securely covers the nose, mouth, and chin and is in contact with the surrounding face without gapping.

POLICY: The library and/or library staff are required to implement and follow this policy. All Patrons are expected to conduct themselves following library policies.

**All persons entering or remaining in these premises must wear a mask that securely covers the nose, mouth, and chin as required by the Medical Officer of Health under the authority of the *Emergency Management and Civil Protection Act (EMCPA)* Ontario Regulation 263/20.**

The above message will be posted at the Library door entrance.

Should a patron arrive without a mask, the Librarian can offer to sell them a disposable mask.

Only three patrons plus the Librarian may be in the library at one time, with a maximum stay of 45 minutes. All patrons entering the building must wear a mask and sanitize their hands upon arrival. Visitor contact info will be recorded for health department purposes. At capacity, the Librarian will ensure that no additional patrons enter the building, until someone leaves.

One person may be using the computer. The Librarian will ensure the computer station is cleaned after each patron uses it. Patrons browsing the library must leave aside any materials touched that they do not take, and these will be quarantined for 3 days.

The Librarian may book appointment times for patrons to enter the library. The Librarian will ensure that all health directions are followed, and should the province change the phase levels, the CEO/Librarian has the authority to adjust operations to ensure safety for all. The Librarian will ensure that she has the appropriate Personal Protective Equipment.

The Librarian would still be able to assist patrons who arrived at the door for pick-up of their pre-ordered books/DVDs.

The Librarian and any other browsing patron must also try to maintain physical distancing as much as possible, even when wearing masks. Notices regarding physical distancing will be posted within the library.

When possible, windows and the door will remain open.

The Librarian will clean touched surfaces at the end of the day, in preparation for the next day, as per Health Department requirements.