



# Sechelt Public Library

## Re-Opening and Safety Plan

**AFTER COVID 19 CLOSURE**

### **PRE-PHASE 1**

**(Closed but Staff Available)**

### **PHASE 1**

**(Takeout)**

### **PHASE 2**

**(Takeout +)**

### **PHASE 3**

**(In-Library Browsing)**

(As at August 31, 2020)

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## PURPOSE OF RE-OPENING PLAN

The Sechelt Public Library closed its doors to the public at 6:00pm on March 17, 2020 due to widespread fears surrounding the potential spread of the worldwide pandemic, COVID 19. This Report will serve to outline the re-opening guidelines, policies and procedures we will have in place for all phases of re-opening in order to reduce the risk of COVID 19 transmission.

## GOALS OF THE SEHELTL PUBLIC LIBRARY

To provide quality library services to the public while maintaining the ability to ensure we are taking all precautions necessary for the health and safety of both staff and patrons.

## GUIDELINES FOR HEALTH AND SAFETY

Since the closure of all Libraries in BC the week of March 16, 2020, innumerable sources of information have helped guide libraries through the legal, moral and operational challenges that have been presented to us thus far. Library Directors have been navigating through uncharted waters and the burden of responsibility to staff and patrons weighs heavily. Each library's situation is unique, as is each community, and while some level of consistency of re-opening dates and services between all BC Libraries would be optimal, it is not possible.

In creating our Re-Opening Plan, our guidance has come from, but has not been limited to, the following:

- BC's Restart Plan, Next Steps to Move through the Pandemic.
- Worksafe BC, Arts and Cultural Facilities: Protocols for Returning to Operation
- Worksafe BC, Covid 19 Safety Plan
- Worksafe BC, Covid 19 Selecting and Using Masks in Non-Health Care Settings
- Worksafe BC, Covid 19 How to Use a Mask
- Worksafe BC, Covid 19 Designing Effective Barriers
- Worksafe BC, Covid 19 Returning to Safe Operation, Phase 2
- BC Centre for Disease Control
- REALM Project (Scientific Testing for the Re-Opening of Archives, Libraries and Museums)
- Provincial Health Authorities
- Ministry of Education – Guidance Framework for Public Library Systems
- Association of BC Library Directors, Best Practices
- Vancouver Coastal Health
- Australian Library and Information Association

# RE-OPENING PLAN

## PRE-PHASE 1

“Closed but Staff  
Available”

## RE-OPENING - PRE-PHASE 1 – Closed But Staff Available

### Timeline:

- March 18, 2020 – May 30, 2020

### Services to the Public:

- Digital services including e-books, e-audiobooks, magazines, newspapers, educational courses, music, ballet and opera
- Online library cards
- Online and phone technical support
- Online and phone genealogy tutors
- Public wifi access
- Online and phone access to assistance of library staff
- Drop off location for District of Sechelt parcel delivery
- Participant in District of Sechelt Emergency Task Force Communications Team

### Availability of Staff to the Public:

- Monday to Friday 9am to 5pm - via phone or email

### Safety Considerations for Library:

- Closed book drops to prevent possible damage to books via overload
- Locked external building doors in conjunction with District of Sechelt
- Cleaned all table surfaces in library
- Cleaned and sanitized all computers, screens and mice
- Cleaned and sanitized all furniture
- Cleaned and sanitized surfaces and toys in children's area
- Posted signage for awareness of COVID 19
- Participated on Sunshine Coast Emergency Task Force Communication Team

### Safety Considerations for Staff:

- New union contract negotiated focusing on health and safety for staff
- Strict sickness regulations implemented
- Work from home options created for some
- Awareness increase of mental health issues
- Group meetings conducted online
- Physical distancing regulations in place for office area and staff room
- Relocation of staff desks to comply with distancing regulations
- Physical contact reduced or eliminated
- Hand washing regulations implemented
- Hand sanitizers spread throughout library
- Surfaces cleaned regularly
- Gloves made available and masks worn by some

# RE-OPENING PLAN

## PHASE 1

# “Takeout”

## RE-OPENING - PHASE 1 (Takeout)

### Timeline:

Commenced June 1, 2020

### Services to the Public:

#### *Continued:*

- Digital services including e-books, e-audiobooks, magazines, newspapers, educational courses, music, ballet and opera
- Online library cards
- Online and phone tech help
- Online and phone genealogy tutors
- Public wifi access
- Online and phone access to assistance of library staff
- After hours drop off location for District of Sechelt parcel delivery

#### *Phase 1 (additional):*

- Exam invigilation
- Emergency photocopying and faxing
- Emergency in-library technical assistance
- Alternative options given for public washrooms, faxing, scanning and photocopying
- Book Drops open (external and internal)
- Takeout Service – 2 options (Self Holds and Surprise Me - see below)

### Availability of Staff to the Public:

- Monday to Friday 9am to 5pm - via phone or email
- Monday to Friday 10am to 3pm - Takeout Service pickup

### Usage Details for New Services Offered:



# SECHELT LIBRARY TAKEOUT SERVICE & BOOK DROPS JUNE 1, 2020

On Monday, June 1st the Sechelt Library will re-open the BOOK DROPS and start a special LIBRARY TAKEOUT SERVICE!

Safety for staff and patrons remains our top priority.

## TAKEOUT SERVICE (2 OPTIONS):

Days: Monday - Friday  
 Pickup hrs: 10am - 3pm  
 Items: Books, Magazines, CD's, DVD's, Audiobooks, Large Print  
 Item max: 10 items per person at a time  
 Loan time: 3 weeks

### TAKEOUT OPTION A:

Place a hold from the Sechelt Library Catalogue System

Who: Sechelt Library Patrons  
 What: Place a hold through our website's online catalogue. All items placed in specially marked bags and quarantined for 72 hours  
 When: Date for item pickup will be arranged  
 Where: Sechelt Library foyer

### TAKEOUT OPTION B:

Phone in your special requests (604) 885-3260 ext. 2

Who: All library card holders  
 What: Phone the Sechelt Library at (604) 885-3260 ext. 2. Request specific books available in our collection or let our staff surprise you! All items will be placed in specially marked bags and quarantined for 72 hours  
 When: Date for item pickup will be arranged  
 Where: Sechelt Library foyer

## COVID 19 SAFETY PRECAUTIONS:

- Incoming books quarantined for 72 hours
- Outgoing books quarantined for 72 hours prior to pick up
- Gloves will be worn by staff
- Masks will be worn by staff during pickup
- Hand Sanitizer readily available
- Daily cleaning of library surfaces
- Physical distancing measures will be observed

## CONTACT INFORMATION:

Phone: (604) 885-3260 ext. 2  
 Website: <https://sechelt.bc.libraries.coop>



## Safety Considerations for Library:

### *Continued:*

- Members of Sunshine Coast Emergency Task Force Communication Team

### *Additional:*

- Working in conjunction with the District of Sechelt (DOS) (as we share building)
- Marked routing lines on floor of building lobby to reduce library patron and DOS patron interactions
- Set up Takeout Service pickup table just inside library glass doors with 6 ft between patrons and staff
- Empty book drops a few times daily
- Open exterior doors during Takeout Table pickup times to reduce touch interactions
- Lock external building doors at designated time in conjunction with DOS
- Posted signage for Takeout Service, hours, routing, and re-routing for patrons heading to DOS offices
- Relocated quarantine area for daily intake of materials into community room
- Strict and organized daily cleaning schedule performed and signed off on

### *Cleaning Schedule:*

## Sechelt Library's End of Day Weekly Cleaning Checklist

Month \_\_\_\_\_

Date						
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Lobby & Outside	Mon	Tue	Wed	Thu	Fri	Sat
Exit Door handles						
Table surfaces						
Book truck *cleaned after drops emptied						

Library	Mon	Tue	Wed	Thu	Fri	Sat
Staff takeout service table •						
Communal keyboards & mice •						
Desk surfaces						
Portable phone(s) •						
Check-In desk phone •						
Photocopier						

Staff Workroom	Mon	Tue	Wed	Thu	Fri	Sat
Bathroom door handles						
Bathroom sink tap						
Toilet flush						
Back door handles- inside & out						
Supply closet door handles						
Photocopier						

Kitchen	Mon	Tue	Wed	Thu	Fri	Sat
Kitchen Table						
Kitchen counters						
Sink tap						
Fridge & freezer handles						
Coffee machine & kettle						
Cabinet handles						
Garbage can lid						

Staff Initial						
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• Shared areas in library must be cleaned after each use or user in addition to end of day

Note: Staff are responsible for sanitizing their own workstations and phones once per day

## Safety Considerations for Staff:

### *Continued:*

- New contract in place focusing on health and safety for staff
- Strict sickness regulations implemented
- Work from home options created for some
- Awareness increase of mental health issues
- Physical distancing regulations in place for office area and staff room
- Relocation of staff desks to comply with distancing regulations
- Physical contact reduced or eliminated
- Hand washing regulations implemented
- Hand sanitizers spread throughout library
- Surfaces cleaned regularly
- Gloves made available
- Masks worn by some

### *Additional:*

- Group meetings conducted in library with physical distancing
- Masks and gloves worn while dealing with patron pickup of quarantined Takeout Packages
- All incoming books quarantined for 72 hours prior to processing
- Strict and organized daily cleaning schedule performed and signed off on (see Safety Considerations for Library)

## Safety Considerations for Patrons:

- Masks and gloves worn by staff while dealing with patron pickup of quarantined Takeout Package
- Takeout tables set up 6 ft away from staff members
- Clearly marked signage for entry and routing
- Clearly marked floor markings for entry and routing
- Hand sanitizers available for patron use
- Outgoing pickups quarantined for 72 hours prior to pickup
- Strict and organized daily cleaning schedule performed and signed off on (see Safety Considerations for Library)

# RE-OPENING PLAN

## PHASE 2

# “Takeout +”

## RE-OPENING - PHASE 2 (Takeout+)

### Timeline:

Commenced July 30, 2020

Note: commencement timing was based on the following being complete:

- protective glass for tech desk
- protective glass for reference desks

### Services to the Public:

#### *Continued:*

- Digital services including e-books, e-audiobooks, magazines, newspapers, educational courses, music, ballet and, opera
- Online library cards
- Online and phone technical support
- Online and phone genealogy tutors
- Public wifi access
- Online and phone access to assistance of library staff
- After hours drop off location for District of Sechelt parcel delivery
- Exam invigilation
- Alternative options given for public washrooms
- Takeout Service – (Self Holds and Surprise Me)

#### *Additional:*

- Semi in-library public computer use - appointment and drop in if available
- Semi in-library tech help - by appointment only
- Semi in-library genealogy one-on-one appointments
- Photocopying, faxing and scanning upon request
- Small adult classes outdoors
- Newspaper reading outdoors (or in lobby)

### Availability of Staff to the Public:

Monday to Friday 9am to 5pm - via phone or email

Monday to Friday 10am to 3pm - Takeout Service pickup

Wednesday 10am to 12pm - Tech Help by appointment

Thursday 1pm to 3pm - Tech Help by appointment

Monday to Friday 10am to 3pm - public computer access by appointment or drop in

Monday to Friday 10am to 3pm - classes as scheduled

### Usage Details for New Services Offered:

#### *Tech Help*

- Appointment required (604) 885 3260 ext. 2 (Mon-Fri 9-5)
- Appointment times available:

- Wednesday 10:00, 10:45, 11:30am
- Thursday 1:00, 1:45, 2:30pm
- Patron must arrive no earlier than appointment time
- Appointment time 30 minutes
- Patron must sanitize (provided)
- Patron may wear mask (not provided)
- Staff may wear mask
- Staff will clean item with disinfectant wipes prior to touching (if required)
- Staff will clean each station after each appointment

#### *Public Computer Access*

- Drop in or appointment (604) 885 3260 ext 2 (Mon-Fri 9-5)
- Appointment times (45 minutes) available:
  - Monday 10:30, 11:30, 12:30, 1:30
  - Tuesday 10:30, 11:30, 12:30, 1:30
  - Wednesday 10:30, 11:30, 12:30, 1:30
  - Thursday 10:30, 11:30, 12:30, 1:30
  - Friday 10:30, 11:30, 12:30, 1:30
- Patron must use hand sanitizer prior to computer use (provided)
- Patron must wear mask (generally not provided)
- Patron will advise staff when leaving so cleaning can proceed
- Each component must be cleaned by staff after each patron session
- Limit of 45 minutes per session and not renewable
- Maximum two appointment times per person per week

#### *Photocopying and Faxing:*

##### Drop in and wait:

- Drop in hours Monday to Friday 10:00 -3:00 (at Takeout Desk)
- Patron will stand aside and wait in designated spot
- Staff will use hand sanitizer after drop off
- Payment needs to be in cash with no change available

##### Send via Email:

- Email address for print request: [info@sechelt.bclibrary.ca](mailto:info@sechelt.bclibrary.ca)
  - Attach material to be printed
  - Designate color or black and white
  - Include phone number, # copies requested, name
- Staff will print off and call patron when print order is ready if patron is not already here and waiting
- Staff will use hand sanitizer prior to packaging
- Package can be picked up at Takeout Desk
- Payment needs to be in cash with no change available

### *Small Class Programming*

- Adult small group programming outdoors under the tent
  - Small numbers only to maintain physical distancing and avoid crowds
  - Hula hoops and chairs for distancing will be used
  - Slow start to trial the experience

### *Newspaper reading*

- Held outdoors on 2 tables set up under trees (with comfortable chairs) or in lobby if raining
- 1 person per table to maintain physical distancing
- Masks must be worn by patrons
- Hand sanitizer must be used prior to reading
- Rocks for weighting down newspapers on windy days will be provided at table

### *Safety Considerations for Library:*

#### *Continued:*

- Working in conjunction with the District of Sechelt (DOS) (as we share building)
- Marked routing lines on floor of building lobby to reduce library patron and DOS patron interactions
- Set up Takeout Service pickup table just inside library glass doors with 6 ft between patrons and staff
- Empty book drops a few times daily
- Open exterior doors during Takeout Table pickup times to reduce touch interactions
- Lock external building doors at designated time in conjunction with DOS
- Posted signage for Takeout Service, hours, routing, and re-routing for patrons heading to DOS offices
- Relocated quarantine area for daily intake of materials into community room
- Strict and organized daily cleaning schedule performed and signed off on (see Phase 1 Safety Consideration for Library)

#### *Additional:*

- Installation of glass partition on tech help desk
- Installation of glass partition on all three reference/checkout desks
- Relocation of tech help desk to community room
- Relocation of public use computer station to community room
- Installation of locking device on public use laptop computer
- Appointment calendar kept for tech help to avoid any unnecessary crowding and to easier maintain cleaning protocol
- Appointment calendar kept for public computer usage to avoid unnecessary crowding and to easier maintain cleaning protocol. Drop in also accepted if computer available.

## Safety Considerations for Staff:

### *Continued:*

- New contract in place focusing on health and safety for staff
- Strict sickness regulations implemented
- Work from home options created for some
- Awareness increase of mental health issues
- Physical distancing regulations in place for office area and staff room
- Relocation of staff desks to comply with distancing regulations
- Physical contact reduced or eliminated
- Hand washing regulations implemented
- Hand sanitizers spread throughout library
- Surfaces cleaned regularly
- Gloves made available
- Masks worn by some
- Group meetings conducted in library with physical distancing
- Masks and gloves worn while dealing with patron pickup of quarantined Takeout Packages
- All incoming books quarantined for 72 hours prior to processing
- Strict and organized daily cleaning schedule performed and signed off on (see Safety Considerations for Library)

### *Additional:*

- Glass partition installed on tech help desk
- Glass partition installed for genealogy tutoring
- Minimal physical interaction between staff and patron requiring tech help
- Classes done outdoors with physical distancing

## Safety Considerations for Patrons:

### *Continued:*

- Masks and gloves worn by staff while dealing with patron pickup of patron's quarantined Takeout Package
- Takeout tables set up 6 ft away from staff members
- Clearly marked signage for entry and routing
- Clearly marked floor markings for entry and routing
- Hand sanitizers available for patron use
- Outgoing pickups will have been quarantined for 72 hours prior to pickup
- Strict and organized daily cleaning schedule performed and signed off on (see Safety Considerations for Library)

### *Additional:*

- Glass partitions installed on tech help desk
- Minimal physical interaction between staff and patron requiring tech help and genealogy tutoring



- Hand sanitizer provided for use
- Public access table and computer thoroughly cleaned after each use (screen, keyboard, mouse)
- Outdoor classes 6 ft apart

# RE-OPENING PLAN

## PHASE 3

### (In-Library Browsing)

## RE-OPENING - PHASE 3 (In-Library Browsing)

### Timeline:

To commence approx. September 15, 2020 (but yet to be finalized)

Based on the following being completed:

- Staff area expansion project construction fully completed
- Circulation desk extension project completed
- Painting in magazine area completed (previously delayed by intended DOS envelope construction)
- Computer station in teen area installed
- Nintendo station installed in teen area
- Public computer area re-worked for setup on new wall and in magazine area
- Room of Requirement set up for tech desk / exam invigilation / genealogy
- Extended “holds area” completed (3 significant changes required)
- COVID situation on the Coast acceptable for opening consideration

**Note:** the District of Sechelt’s decision to commence or delay the exterior building envelope construction (which will impact the interior of the library) will also impact the timing of this phase.

### Services to the Public:

#### *Continued:*

- Digital services including e-books, e-audiobooks, magazines, newspapers, educational courses, music, ballet, opera
- Online library cards
- Online and phone technical support
- Online and phone genealogy tutors
- Public wifi access
- Online and phone access to assistance of library staff
- After hours drop off location for District of Sechelt parcel delivery
- Alternative options given for public washrooms
- Takeout Service – (Self Holds and Surprise Me)
- Photocopying, faxing and scanning upon request
- Small adult classes outdoors
- Newspaper reading outdoors

#### *Additional:*

- In-library browsing
- In-library takeout service pick up
- In-library tech help
- In-library public computer access
- In-library genealogy tutoring
- In-library exam invigilation

- In-library reference assistance
- In-library access to legal and community brochures and information
- In-library access to Room of requirement small meeting table (if masked)

#### Availability of Staff to the Public:

Monday to Friday 10am to 5pm - via phone, email  
 Monday to Friday 10am to 3pm - in person library browsing  
 Monday to Friday 10am to 3pm - public computer access  
 Monday to Friday 10am to 3pm - classes as scheduled  
 Wednesday to Thursday 10am to 3pm - tech help by appointment  
 Monday to Friday 10am to 3pm - genealogy tutoring by appointment

#### Usage Details for New Services Offered:

##### *In-Library Browsing:*

- Patrons will be greeted by Staff member who will go over protocol prior to entry
- Patrons will be granted access to in-library browsing and services in controlled numbers
- Patrons must use hand sanitizer prior to entry
- Patrons must wear masks

##### *Tech Help (in-library)*

- Appointment required (604) 885 3260 ext. 2 (Mon-Fri 10-5)
- Appointment times available:
  - Wednesday 10:00, 10:45, 11:30am
  - Thursday 1:00, 1:45, 2:30pm
- Patron must arrive no earlier than appointment time
- Patron must sanitize (provided)
- Patron may wear mask (not provided)
- Staff may wear mask
- Staff will clean item with disinfectant wipes prior to touching (if required)

##### *Public Computer Access (in-library)*

- Drop in. First come first serve.
- Sanitizer provided at each computer station
- Patron must use hand sanitizer prior to computer use.
- Patron must wear mask
- Each computer station will be cleaned by staff twice per day
- Limit of 1 hour per session. Computer will shut off after 1 hour

*Photocopying, Scanning and Faxing (in-library):***In-Library and wait:**

- Hours Monday to Friday 10:00 -3:00
- Payment should be in cash if possible

**Send via Email:**

- Email address for print request: info@sechelt.bclibrary.ca
  - Attach material to be printed
  - Designate color or black and white
  - Include phone number, # copies requested, name
- Staff will print off and call patron when print order is ready (if not already in library)
- Payment should be in cash with no change available

*Printing from Computer (in-library):*

- Hours Monday to Friday 10:00 -3:00
- Payment will be made through newly purchased Coin Op

*Small Class Programming*

- Adult small group programming outdoors under the tent (weather permitting)
  - Small numbers only to maintain physical distancing and avoid crowds
  - Hula hoops and chairs for distancing will be used

*Newspaper Reading (semi in-library)*

- Held in lobby, if raining, on 2 tables with comfortable chairs
- 1 person per table to maintain physical distancing
- Masks must be worn by patrons
- Hand sanitizer must be used prior to reading

*Safety Considerations for the Library:**Continued:*

- Working in conjunction with the District of Sechelt (DOS) (as we share building)
- Marked routing lines on floor of building lobby to reduce library patron and DOS patron interactions
- Empty book drops a few times daily
- Open exterior doors (weather permitting) to reduce touch interactions
- Lock external building doors at designated time in conjunction with DOS
- Posted signage for Takeout Service, hours, routing, and re-routing for patrons heading to DOS offices
- Relocated quarantine area for daily intake of materials into community room
- Installation of glass partition on tech help desk

- Installation of glass partition on all three reference/checkout desks
- Relocation of tech help desk to community room
- Relocation of public use computer station to community room
- Installation of locking device on public use laptop computer
- Appointment calendar kept for tech help to avoid any unnecessary crowding and to easier maintain cleaning protocol
- Appointment calendar kept for public computer usage to avoid unnecessary crowding and to easier maintain cleaning protocol. Drop in also accepted if computer available.

*Additional:*

- Strict and organized Phase 3 daily cleaning schedule performed and signed off (see below)
- Relocating books for Takeout Service to expanded “holds shelving” to allow for space in the library foyer
- Relocating of quarantine bags to different area in Community Room to allow for in person public attendance of District of Sechelt council meetings
- Placement of staff member at a Greeting Table at library entrance to ensure patrons use hand sanitizer, to highlight safety rules of the library and to maintain maximum occupancy limits not exceeded
- Marking certain furniture as “not available” to accommodate 6 ft spacing
- Marking certain computer stations as “not available” to accommodate 6 ft spacing
- Packaging up all kids toys that cannot be safely shared (done in March)
- Calculate maximum occupancy based on current BC library formulas of 20 sqm pp
- Relocation of a Takeout Table (may still need for patrons not wanting to come in)
- Completion of staff extension construction project to avoid impact of crowding with carpenters, staff and patrons and construction site safety issues
- Public washrooms will remain closed until District of Sechelt re-opens them

**Sechelt Libraries End of Day Weekly Cleaning Checklist**

Date						
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Lobby and Outside	Mon	Tues	Wed	Thur	Fri	Sat
Exit door handles						
Table surfaces						
Book truck*						

Library	Mon	Tues	Wed	Thur	Fri	Sat
Staff takeout service table*						
Communal keyboards and mice*						
Desk surfaces						
Portable Phone(s)*						
Check-in desk phone*						
Photocopier						

Library Interior	Mon	Tues	Wed	Thur	Fri	Sat
Self checks						
Reference desk						
Checkout desk						
Wipe chairs						
Public computers mid day/end day						

Staff Workroom	Mon	Tues	Wed	Thur	Fri	Sat
Bathroom door handles						
Bathroom sink tap						
Toilet flush						
Back door handles - inside and out						
Supply closet door handles						
Photocopier						

Kitchen	Mon	Tues	Wed	Thur	Fri	Sat
Kitchen table						
Kitchen counters						
Sink tap						
Fridge and freezer handles						
Coffee machine and kettle						
Cabinet handles						
Garbage can lid						

Staff Initial						
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*\*Shared areas in library must be cleaned after each use or user in addition to end of day.*

*Note: Staff are responsible for sanitizing their own workstations and phones once per day.*

## Safety Considerations for Staff:

### *Continued:*

- New contract in place focusing on health and safety for staff
- Strict sickness regulations implemented
- Work from home options created for some
- Awareness increase of mental health issues
- Physical distancing regulations in place for office area and staff room
- Relocation of staff desks to comply with distancing regulations
- Physical contact reduced or eliminated
- Hand washing regulations implemented
- Hand sanitizers spread throughout library
- Surfaces cleaned regularly
- Gloves made available
- Masks worn by some
- Group meetings conducted in library with physical distancing
- Masks and gloves worn while dealing with patron pickup of quarantined Takeout Packages
- All incoming books quarantined for 72 hours prior to processing
- Strict and organized daily cleaning schedule performed and signed off on (see Safety Considerations for Library)
- Glass partition installed on tech help desk
- Minimal physical interaction between staff and patron requiring tech help
- Classes done outdoors with physical distancing

### *Additional:*

- Glass partitions installed on three reference desks
- Glass partitions used when dealing with genealogy appointments
- Glass partitions used when dealing with tech help appointments
- Patrons should be wearing masks upon entry to library
- Controlled number of patrons in library
- Face shields available to staff as alternative options
- Staffroom extension complete to safely accommodate current and additional staff

## Safety Considerations for Patrons:

### *Continued:*

- Clearly marked signage for entry and routing
- Clearly marked floor markings for entry and routing
- Hand sanitizers available for patron use
- Strict and organized daily cleaning schedule performed and signed off on (see Safety Considerations for Library)



- Glass partitions installed on tech help desk
- Minimal physical interaction between staff and patron requiring tech help and genealogy tutoring
- Hand sanitizer provided for use
- Public access table and computer thoroughly cleaned after each use (screen, keyboard, mouse)
- Outdoor classes 6 ft apart

*Additional:*

- All returned items are initially quarantined for 72 hours prior to processing
- Masks and or shields worn by staff while dealing with all items circulating in the library after the initial 72 hour quarantine on returned items
- Hand sanitizer used by staff while dealing with all items circulating in the library after the initial 72 hours quarantine on returned items
- Hand sanitizer and mask use requested of all patrons visiting the library
- Small class tables cleaned after each use
- Circulation desk cleaned at end of the day

*Cautionary Note:*

Sechelt Public Library reserves the right to reverse or alter the level of services offered or close the library doors altogether due to potential COVID 19 health and safety issues.

Sechelt Public Library reserves the right to remove patrons who are being disrespectful of the health and safety regulations for the library.