



# LIBRARY REPORT

**A Journey through November**

By Leianne Emery

## Executive Summary

November 2020 has been full of Public Health Orders (Public Health Office), Provincial Orders (Minister of Public Safety and Solicitor General), BC Center of Disease Control (BC CDC) updates and WorksafeBC updates and requirements. All of which almost always apply to libraries, staff and patrons in some way. Many libraries in BC continue to struggle with staffing, union issues, understanding and implementing new health and safety regulations, and, worst of all, dealing with patrons refusing to wear masks – or wear them improperly. Some libraries have had frightening security incidents that have been very traumatizing to their library staff. COVID numbers in BC continue to rise and the potential fear of another partial closure looms. For now, all our Sechelt Library staff are safe and healthy and all are at work – on the front lines serving patrons. We now must wear a mask at almost all times throughout the day – except when we are sitting at our desk. Some staff have to wear a mask for 7 straight hours. In my opinion, they also deserve a version of “pot banging”.

There has been discussion about libraries being deemed an “essential service” but more on that further into the report.

Since the library re-opened on September 15, 2020, we have served over 8000 patrons and checked out over 23,578 items on their behalf. Visits continue to be fairly quick and average approximately 15 minutes.

Our focus this past month was on the following:

1. Working through continually changing health and safety regulations with translates to changes within for staff and patrons
2. Re-organizing the library entrance and foyer to accommodate new patron movements and human behaviors
3. Communicating with Pender Harbor Reading Center on budgets and invoices we pay for them
4. Securing continued management of the Archives Grant on behalf of the SCRCD
5. Re-working and updating the budget for next 5 years
6. Completing the “Typical Week” collection data for the BC Provincial Stats
7. Completing a deal with the Sunshine Coast Transit for selling of transit tickets
8. Working on completing our STEM kits. Now chosen, approved and on order
9. Finalizing additional contents to be purchased for completion of dementia kits
10. Joining the Technology Committee of the Senior’s Planning Table
11. Working with the Literacy Coalition on Family Literacy Week projects for January

The month of November has marked Remembrance Day and we chose to honor that day with appropriate book, audiobook and DVD choices on our New Shelving Display.

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## 1. Thank-you

Our very grateful staff have made and signed a personalized card for the Library Board in recognition and appreciation for the COVID bonus given. It is in my office if you would like to see next time you come in.



## 2. BC Government New Cabinet – Libraries Branch Move

Under the newly formed BC government, new ministerial responsibilities been identified and the Libraries Branch will no longer be under the Ministry of Education. It will move to being under the responsibility of the Ministry of Municipal Affairs with newly appointed cabinet minister, Josie Osborne (formerly Mayor Tofino).

Each week the BC Library Directors, through the association of BC Public Library Directors (ABCPLD) meet with and discuss issues with Mari Martin, Director of the Libraries Branch, and they advise it is business as usual as they sort through this move.

The general thought with the many Library Director's emails circulating this afternoon is that it could be a positive move to, once again, be under the Ministry of Municipal affairs as many felt lost under the Ministry of Education. Under the Ministry of Education, there used to be a line item in the budget for public libraries that disappeared for the last few years to become a grant rather than a budget item. Libraries are hoping that we can once again be a line item in the Ministry of Municipal Affairs budget. Vancouver's intergovernmental briefing team is already stepping up and advocating, on behalf of VPL and thus all of us, for this line item inclusion in the Ministry of Municipal Affairs budget.

One library, who shall remain nameless, suggested we join the Ministry of Magic...

### 3. Interesting Statistics

BC Library cooperative advised that, “To say 2020 has been a unique year for eBooks and audiobooks would be an understatement. We have already had over 1.35 million checkouts and there is still more than month left in 2020. We are on track to have more than 1.5 million checkouts in 2020. That is approximately a half a million more checkouts than in 2019.”

% Breakdown in 2020 (Jan 1 - Nov 15) of ebooks and eaudiobooks.

	2020 Titles Purchased	2020 Copies Purchased	% Units Purchased	% of Budget
Ebooks	3,203	5,647	80%	62%
Eaudiobooks	611	1,386	20%	38%

Overall Library2Go Collection Count (as of Nov 15, 2020)

	Total Library2Go Collection Titles	Total Library2Go Collection Copies	Collection Breakdown
Ebooks	30,893	60,350	26% of the collection is eaudiobooks and 74% is ebooks.
<b>Eaudiobooks</b>	10,560	21,611	

### 4. Funding

#### **Budget Submission to the SCRD:**

- As per last month’s Librarian report, a written report was submitted to the SCRD along with the previously board authorized 5-year budget (as per SCRD request). Presentation was made at the Nov 5, 2020 Pre Budget SCRD Meeting. At that November 5<sup>th</sup> meeting it was acknowledged that we were continuing to update this budget and it would be re-presented.
- SCRD Round 1 Budget meetings are scheduled for Feb 1-2, 2021
- SCRD Round 2 Budget meetings are scheduled for March 4-5, 2021

## Sechelt Library 5-year Budget

- Priority One – the budget line items:
  - Both MJ and myself have been pouring over every line item with as much precision and understanding as possible. Not all previous accounting policies have been conducive to making this job easy. There have been many adjustments made to current cost and current line item entries. The even more difficult portion of preparing a 5-year budget is determining what could/should/would happen over the next five years. Both making an error and/or making the best educated guess possible, that turns out, for whatever reason, to be inaccurate are potentially catastrophic to the next few years.
- Priority Two – 1year vs 3 years vs 5 years
  - There are pros and cons to setting a 5-year budget in place. Where is the best balance?
- Priority Three – what to do with potential year-end surplus

### **FACTS:**

- Due the many grants we have applied for and received in 2020 (outside of the regular operating fund revenues that determine our budget), it is most likely that we will have a surplus at year end.
- Sechelt library currently has a capital reserve fund, funded by an endowment and a bit if fundraising, that is set aside for larger scale renovations to the library. It has never been financially sound in terms of capital savings for any capital costs such as staff or public computers, loanable laptops, keyboard, squares used for public purchasing, OPACS, technology used for patrons, print terminals, RFID plates, self-checkouts, security gates, small scale renovations, repairs or improvements to the library, electrical upgrades, phone upgrades, repair of items no longer on warranty, furniture, shelving etc... These items and more are crucial to the ongoing success of the library and its services. It has also never been financially secure in having contingency funds set aside for emergency or unexpected costs.
- At the District of Sechelt Regular Council Meeting March 20, 2019 Resolution #2019-03C-19 was moved, seconded and carried. It says, "... That council imposes no restrictions on the Sechelt Public Library as to how funds are applied against its operating or capital expenses.

### **PROPOSALS:**

- We want to balance giving back to contribute to operational costs due to COVID in 2021 and being financially responsible by putting aside much needed funds for contingency and capital costs
  - Operating costs due to COVID
    - We are proposing to contribute to the expected costs of COVID next year by contributing towards Q1 operating costs for COVID supplies and a certain amount of hours for extra staffing required.

- Financial Responsibility for Future Needs
  - The District of Sechelt and the SCRCD both set aside funds annually in many reserve and contingency funds because they are financially responsible. The Library needs to be able to, if possible due to surplus, do the same.
  - The District of Sechelt has imposed no restrictions on the Sechelt Library as to how the funds are applied and our goal would be to have the SCRCD do the same.
  - Currently, we could say that all our potential surplus is from District of Sechelt funds
  - We propose that the balance of surplus funds will go towards two newly created funds:
    - Library Assets Capital Reserve
      - A capital reserve budget is being finalized
      - The Library Policy Manual is being updated to reflect policy surrounding this new account
    - Contingency Reserves
      - The Library Policy Manual is being updated to reflect policy surrounding this new account

**Funding Agreement:**

- We are continuing to update the 5-year budget which will form the basis of the funding agreement. The funders have advised that they will not contribute an ongoing 4% increase, as per the previous budget proposal, but that we should sharpen our pencils. We are working to find a balance as, at the same time, address out potential surplus in a financially responsible way.

**SIGD payment:**

- This 2020 budget payment of \$14,792 remains outstanding. It has been confirmed for payment – but to date we have still not received it. Many calls have been made. The district of Sechelt advised they were told by the SIGD it would be made soon.

## 5. Finances and Grants

**Finances:**

- The October financials show we have received \$131,925 from the Federal Government on the 75% wage subsidy program. We have received an additional cheque for October which will show up in the November financials.
- Many changes have been made on the October FS. You will see changes to three new sections to address FUNDS OUTSIDE OF OPERATING: Other Revenues, Other

Expenses, and “below the line” Transfers. In general, the Other Revenues line items should have a corresponding Expenses line or Transfer line.

- Eg. If you look at the Revenues – BC technology grant, you will see revenue \$8947. You will also see corresponding Other Expense at \$8947. As the Technology grant is, as you know, approximately \$15,000 – the balance will sit in deferred revenue until such time as it is spent. When more is spent, the revenue and corresponding expenditure will appear on the FS.
- eg. Revenues – SSCF COVID Relief Grant shows as a blank line item (a holding place because we know it is coming) as we have not yet allocated where our expenditures will go. There is a choice of two areas and we are awaiting certain invoices to come in before we make that decision.
- MJ and myself have shown our statements to the District of Sechelt CFO, Dave Douglas for confirmation of our accounting procedures.

#### **Lease Agreement**

- Negotiations on hold due to time constraints and budget priorities.

#### **Technology Grant**

- Interim Provincial Reporting is now complete for the technology grant of \$15,000 but there remains approximately 6K to spend. We have allocated some of this balance to purchasing items for our new STEM Kits (science, technology engineering and math).

#### **Sunshine Coast Transit**

- We have just signed an agreement with Sunshine Coast transit authorities to have the Sechelt Library become an official supplier of SSC Transit tickets. This will include monthly passes, day passes and books of ten. Although it will take the time of our staff to sell and complete the financial transaction - as well as changes to our accounting procedures, the Library is a good fit for this community service offering. The normal sources for selling are not available at the recreation center. The reimbursement is miniscule. Procedural training for staff has been done today.

## **6. Outreach Partnership Communications**

Literacy Coalition

CUPE local 391

ABCPLD (Association of BC Public Library Directors)

Interlink Libraries Federation

Strong Start Program SD46

Teacher Librarians from SD46

Pender Harbor Reading Center (PHRC)

Elders College

Seniors Planning Table



## 7. Social Media

Some of our numerous social media posts this month include:



## 8. Library Projects We are Working On

Imagine... Nothing in this category this month! Where is the excitement?!

Just more tweaking of furniture and shelving locations...

## 9. Quarantining

The new BC CDC guidelines, which came out a couple of months ago, were not met with immediate change by BC Libraries in our quarantine policies and practices. We all initially resisted the elimination of quarantine altogether for a number of reasons. To date, most libraries have now reduced the quarantine process down to 24 hours (on incoming books) or no longer quarantine at all due to a combination of 4 things: BC CDC guidelines which say we can eliminate, extra staffing required, extra space requirements for quarantine items and huge check-in backlog. Although we were to follow in mind November, both Gibson's Library and myself decided to hold off due to the ever changing COVID environment and the potentially negative perception of the patrons.

## 10. French Language Items

In an update we recently did for "New to BC", our French collection data surprised me. It is the only other language we currently carry in our collection.:

List of Collection			
<b>Language</b>	<b>French</b>		
<b>Physical Items</b>			
		<b>Adult</b>	<b>Youth</b>
Books:		57	368
Audiobooks (CDs & Cassettes):		0	0
DVDs & Videos:		990	272
Newspapers:		0	0
Magazines & Journals:		0	0
Music (CDs & Cassettes):		0	0
<b>Total</b>		<b>1047</b>	<b>640</b>
<b>Downloadable Items</b>			
		<b>Adult</b>	<b>Youth</b>
eBooks:		676	325
Audiobooks (MP3s & Streaming):		19	111
eNewspapers:		203	3
eMagazines & eJournals:		328	5
<b>Total</b>		<b>1226</b>	<b>444</b>

## 11. Libraries as Essential Services

There has been increased conversation about whether libraries should be considered essential services. There are different “Essential Service” lists, but the one to which we are referring is the Essential Services Related to COVID. This list doesn’t seem to require the same process as a true designation of essential services.

We would support a joint library approach on an essential services designation, but prefer to wait until we better understand what the implications would be. The Libraries branch is assisting us in further investigating this.

If libraries close fully again, it would likely be under a provincial health order, unlike the approach we all took in March. In the absence of a provincial order, most libraries do not agree at this moment on what they could consider essential and what they would continue to do. Potentially designated essential service could look something like this:

- Public washroom access
- Public computer access for lower-income population
- Takeout service
- Digital resources, services and programs
- Information service (by phone, email) as a source of credible information

Here is the current Provincial list of COVID 19 Essential Services:

<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/essential-services-covid-19>

### List of COVID-19 Essential Services

Essential services are those daily services essential to preserving life, health, public safety and basic societal functioning. They are the services British Columbians come to rely on in their daily lives.

Last Updated: **June 12, 2020**

This list was developed by Emergency Management BC in consultation with other government ministries and the Provincial Health Officer (PHO). In consultation with the PHO, essential services should and are encouraged to remain open. This list may be updated as government’s response to COVID-19 evolves.

#### On this page:

- [Health and health services](#)
- [Law enforcement, public safety, first responders and emergency response personnel](#)
- [Vulnerable population service providers](#)
- [Critical infrastructure](#)
- [Food and agriculture service providers](#)
- [Transportation](#)
- [Industry and manufacturing](#)
- [Sanitation](#)

- [Communications and information technology](#)
- [Financial institutions](#)
- [Other non-health essential service providers](#)

## 12. Guidance for our Decisions on Health and Safety

We have always followed the guidance all four institutions (as well as others) when it comes to making decision on the wellbeing and safety of patrons and staff:

1. BC Public Health Officer
2. BC Government Orders under the Emergency Program Act
3. BC Center for Disease Control
4. WorksafeBC

It is not a perfect system but has been getting better with time. It can be extremely confusing and many libraries struggle to gather and understand correct information - and I'm not at all surprised. OCD people are not at the helm.

I've tried to explain the different guidelines that come down from the four listed above. The examples are just from [this week alone](#).

## 13. Public Health Orders (Provincial Health Officer)

If the Provincial Health Officer (PHO) declares a “public health emergency” under the *Public Health Act*, it empowers the Provincial Health Officer to issue verbal **public health orders** that have immediate effect. You must follow those orders. The *Public Health Act* contains provisions for fines and imprisonment for a range of offences under those acts.

PHO Orders, Notices and Guidance can be found at link below. Many of these will apply to the library in some manner.

<https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus#orders>

## 14. Provincial Orders (Minister of Public Safety and Solicitor General)

If the BC government declares a provincial state of emergency, the Minister of Public Safety and Solicitor General (currently Mike Farnsworth) can use extraordinary powers under the *Emergency Program Act*. **Public Safety Orders** are issued under this Act.

The *Emergency Program Act* contains provisions for fines and imprisonment for a range of offences under those acts. The *Emergency Program Act* also includes the enforcement of Public Health Orders.

The extension of the provincial state of emergency is based on recommendations from BC health and emergency management officials. A state of emergency gives the province additional powers for two weeks at a time, and can be issued for pandemics, natural disasters and other reasons. A state of emergency declaration must be renewed every two weeks.

The original declaration was made on March 18, 2020, the day after Dr. Bonnie Henry, BC Provincial Health Officer, declared a public health emergency and it is currently in effect until Dec 8<sup>th</sup> at the end of the day. This is currently a record-breaking state of emergency for BC.

On July 10, the COVID-19 Related Measures Act came into force, enabling provisions created for citizens and businesses in response to the COVID-19 pandemic to continue as needed should the provincial state of emergency end.

### Example of a Provincial Order:

“On November 19, 2020, the provincial health officer (PHO) announced that the Minister of Public Safety and Solicitor General would be issuing a public safety order under the *Emergency Program Act* around mandatory use of masks. On November 24, the Minister of Public Safety and Solicitor General issued an order requiring everyone to wear masks in many indoor settings”

#### PROVINCE OF BRITISH COLUMBIA ORDER OF THE MINISTER OF PUBLIC SAFETY AND SOLICITOR GENERAL

##### *Emergency Program Act*

##### Ministerial Order No.

WHEREAS a declaration of a state of emergency throughout the whole of the Province of British Columbia was declared on March 18, 2020 because of the COVID-19 pandemic;

AND WHEREAS face coverings, when used in addition to other preventative measures such as maintaining physical distance and using barriers, help to prevent, respond to or alleviate the effects of the COVID-19 pandemic;

AND WHEREAS the persistence of the COVID-19 pandemic warrants a coordinated provincial approach to the use of face coverings in indoor public spaces;

AND WHEREAS it is not possible for some persons to wear face coverings and I have taken that into consideration in this order;

AND WHEREAS section 10 (I) of the *Emergency Program Act* provides that I may do all acts and implement all procedures that I consider necessary to prevent, respond to or alleviate the effects of any emergency or disaster;

I, Mike Farnsworth, Minister of Public Safety and Solicitor General, order that the attached Use of Face Coverings in Indoor Public Spaces (COVID-19) Order is made.

*Date Minister of Public Safety and Solicitor General*

*(This part is for administrative purposes only and is not part of the Order.)*

**Authority under which Order is made:**

Act and section: *Emergency Program Act*, R.S.B.C. 1996, c. 111, s. 10

Other: MO 73/2020; OIC 581/2020

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## USE OF FACE COVERINGS IN INDOOR PUBLIC SPACES (COVID-19) ORDER

### Definitions and interpretation

1 In this order:

**"enforcement officer"** has the same meaning as in the Violation Ticket Administration and Fines Regulation with respect to a person in a designated class of persons with the authority to issue a ticket in relation to the provisions of this order; **"face covering"** means either of the following that covers the nose and mouth of a person:

- (a) a medical or non-medical mask;
- (b) a tightly woven fabric;

**"indoor public space"** has the meaning given in section 2 (2);

**"operator"**, in relation to an indoor public space, means

- (a) an owner or operator of the indoor public space, or
- (b) an employee or person acting on behalf of an owner or operator of the indoor public space;

**"visitor"** means a person who visits an indoor public space, but does not include the operator of the indoor public space.

### Interpretation - indoor public spaces

2 (1) In this section:

**"health profession"** has the same meaning as in the *Health Professions Act*;

**"health professional"** means a person who practises a health profession;

**"hotel"** includes a motel, inn, bed and breakfast, hostel or other place in which rooms are maintained for the accommodation of the public;

**"indoor common area"** means the indoor area of a building that is provided for the common use of all occupants and invitees of the building, including lobbies, hallways, public bathrooms and elevators;

**"perimeter seating"** has the same meaning as in the Passenger Transportation Regulation;

**"perimeter seating bus"** has the same meaning as in the Passenger Transportation Regulation;

**"personal service"** means a service provided by a person to or on the body of another person, and includes services provided at a barbershop, beauty parlour, health spa, massage parlour, nail salon, tattoo shop, sauna or steam bath;

**"post-secondary institution"** includes an entity that provides any of the following programs:

(a) an educational or training program provided under

- (i) the *College and Institute Act*,
- (ii) the *Royal Roads University Act*,
- (iii) the *Thompson Rivers University Act*,
- (iv) the *University Act*, or
- (v) the *Private Training Act*;

(b) a program provided in accordance with a consent given under the *Degree Authorization Act*;

(c) a theological education or training program provided under an Act;

**"public transportation vehicle"** includes a bus, train or ferry;

**"retail business"** means a business that sells retail goods, including a grocery store, clothing store, liquor or cannabis store, or sporting goods store;

**"service business"** means a business that provides a service, including

- (a) dry cleaning or laundry services,
- (b) insurance services,
- (c) banking services,
- (d) funeral services,
- (e) personal services,
- (f) accounting, legal, engineering or other professional services, or
- (g) the services of a tradesperson;

**"sport or fitness facility"** means a place used for sport or fitness activities, including a gym, ice arena, pool, gymnastics facility, indoor field, fitness studio or dance studio.

(2) For the purposes of this order, an indoor public space is any of the following:

(a) a building or structure that is used as

- (i) a retail business,
- (ii) a service business,

- (iii) a restaurant, pub, bar or other business that prepares and sells food or drink,
- (iv) a mall or shopping centre,
- (v) a pharmacy,
- (vi) a health professional's office,
- (vii) a place of public worship,
- (viii) a sport or fitness facility,
- (ix) a place in which a non-profit organization provides goods or services to the public,
- (x) a place that provides cultural, entertainment or recreational services or activities, including a theatre, cinema, concert hall, arcade, billiard hall, museum, gallery or library, or
- (xi) a conference centre, community hall or other place that hosts public events;
- (b) the indoor common area of
  - (i) an office building,
  - (ii) a hotel,
  - (iii) a hospital,
  - (iv) a courthouse, or
  - (v) a post-secondary institution;
- (c) a taxi, limousine, perimeter seating vehicle, perimeter seating bus, vehicle used for a commercial ride sharing service or other vehicle for hire;
- (d) a public transportation vehicle;
- (e) the indoor or sheltered portion or a terminal, station or other location at which persons
  - (i) load onto or unload from a public transportation vehicle, or
  - (ii) wait to load onto a public transportation vehicle;
- (f) an airport, heliport or seaplane terminal.

#### **Face coverings required in indoor public spaces**

3 (1) Except as provided under section 4, a visitor must wear a face covering, in accordance with subsection (2), while inside an indoor public space.

(2) A face covering must be worn in a manner that covers the nose and mouth.

#### **Exemption from use of face covering**

4 Section 3 does not apply as follows:

- (a) to a person who is less than 12 years of age;
- (b) to a person who is unable to wear a face covering because of
  - (i) a psychological, behavioural or health condition, or
  - (ii) a physical, cognitive or mental impairment;
- (c) to a person who is unable to put on or remove a face covering without the assistance of another person;
- (d) if the face covering is removed temporarily for the purposes of identifying the person wearing it;
- (e) while inside a courtroom;
- (f) while consuming food or beverage at a location designated for those purposes by the operator of the indoor public space;
- (g) while participating in a sport or fitness activity at a sport or fitness facility;
- (h) while receiving a personal service, or a service at a health professional's office, if removing the face covering is necessary in order to receive the service;
- (i) while inside a vehicle on a ferry.

#### **Abusive or belligerent behavior**

5 (1) In this section:

**"abusive or belligerent behaviour"** means abusive or belligerent behaviour by a person that is intended to challenge or dispute, or intended to disturb the peace in response to,

- (a) a face covering policy or face covering requirement, or
- (b) another person's adherence to a face covering policy or face covering requirement;

**"face covering policy"** means the policy of an operator of an indoor public space in relation to face coverings;

**"face covering requirement"** means a requirement in relation to face coverings that is set out in

- (a) this order,
- (b) an order made under the *Public Health Act*, or
- (c) a COVID-19 provision within the meaning of the *COVID-19 Related Measures Act*.

- (2) A visitor to an indoor public space must not engage in abusive or belligerent behaviour towards  
 (a) the operator of the indoor public space, or  
 (b) another visitor.

**Compliance with directions**

6 A visitor must comply with any direction given by an enforcement officer, including a direction to leave an indoor public space.

**Order does not prevent further requirements**

7 Nothing in this order prevents an operator from having additional requirements in relation to face coverings.

**Province Wide Restrictions were also announced which combines a Public Health Order on gatherings as well as the link for the new Provincial Order on Masks – and many other items of information which are summarized for the public.**

<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/restrictions#:~:text=Enforcement-.PHO%20order%20on%20province%2Dwide%20restrictions,December%207%2C%202020%20at%20midnight.>



By order and direction of the Provincial Health Officer (PHO), all events and social gatherings are suspended to significantly reduce COVID-19 transmission related to social interactions and travel.

Last updated: November 25, 2020

**On this page:**

[PHO order on province-wide restrictions](#)

[Events and social gatherings](#)

[Restaurants and bars](#)

[Athletic activities](#)

[Mask requirements in indoor public settings](#)

[Travel advisory](#)

[Enforcement](#)

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**PHO order on province-wide restrictions**

By order and direction of the Provincial Health Officer (PHO), all events and social gatherings are suspended to significantly reduce COVID-19 transmission related to social interactions and travel.

The order is in effect from November 19, 2020 at midnight to December 7, 2020 at midnight.

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### Events and social gatherings

All in-person events and community-based gatherings as defined in the PHO order – Gatherings and Events (PDF) are suspended, with the exception of weddings, funerals, baptisms, support group meetings and business meetings.

For example:

- Galas
- Musical or theatre performances
- Seasonal activities, including indoor and outdoor holiday events
- Silent auctions
- Movie viewings in cinemas

### Social gatherings

No social gatherings of any size at your residence with anyone other than your household or core bubble. For example:

- Do not invite friends or extended family to your household
- Do not host gathering outdoors
- Do not gather in your backyard
- Do not have playdates for children

### Core bubble

For most people, their core bubble is their immediate household. An immediate household is a group of people who live in the same dwelling. For example:

- If you have a rental suite in your home, the suite is a separate household
- If you live in an apartment or house with roommates, you are all members of the same household

For others, including people who live alone, their core bubble may also contain a partner, relative, friend or co-parent who lives in a different household. This should be a maximum of two people outside of those living in your immediate household.

### Co-parenting and supporting isolated family members

For those who parent from separate households or rely on a family member or close friends for support with things like picking up children after school or delivering essential items like mail, medication or groceries, these activities can continue.

### People who live alone

For people who live alone, a core bubble is a maximum of two people you see regularly. You must not host gatherings.

### University students

Welcoming your child home from university is okay. This is not a social gathering.

### Restrictions by sector

[Expand All](#) | [Collapse All](#)

### Funerals, weddings and baptisms

### Formal meetings

### Rental and home sale viewings

### Religious gatherings and worship services

### Workplaces

### Allowed activities

These activities are not considered a social gathering:

- Going for a walk. You must make sure a walk does not turn into a group of people meeting outside
- Parents carpooling kids to and from school
- Grandparents providing child care

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### Restaurants, pubs and bars

You must wear a mask when not at a table. Events are no longer allowed.

Restaurants, pubs and bars can continue to operate if they have a COVID-19 Safety Plan and employee protocols in place.

- Remember, a maximum of six people at a table and no moving between tables

WorkSafeBC will be conducting inspections to verify that COVID-19 Safety Plans remain effective. Establishments that are noncompliant with plan requirements may face orders and fines, and possible referral to public health which may result in a closure order.

- Review the PHO Order – Food and Liquor Serving Premises (PDF)

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#### Athletic activities

##### Group indoor fitness activities

Businesses, recreation centres or other organizations that organize or operate high risk indoor group physical activities must suspend the following activities:

- Spin classes
- Hot yoga
- High intensity interval training (HIIT)

Venues that organize or operate other types of indoor group physical activities must suspend them temporarily while new guidance is being developed. These include:

- Gymnastics
- Dance studios
- Martial arts
- Yoga
- Pilates
- Strength and conditioning
- Cheerleading

Venues must use the new guidance to update and re-post their COVID-19 Safety Plan before resuming operations.

Businesses who close due to COVID-19 restrictions could be eligible to receive rent support of up to 90 percent.

##### Gyms and recreation facilities

Gyms and recreation facilities that offer individual workouts and personal training sessions can remain open as long as they have a COVID-19 Safety Plan that is strictly followed.

##### Sports games, competitions and practices

Games, competitions and practices can continue with no spectators and no travel for teams outside of their community.

- We are in viaSport's Return to Sport Phase 3 guidance with the exception of no spectators and no travel. ViaSport is currently reviewing the guidance and working with public health to ensure the best options for this period of the pandemic. Revised guidance will be released soon.

- Leagues are encouraged to review their own COVID-19 safety plans and focus on preventing crowding at benches and before and after games

##### Spectators

No spectators are allowed at any sport activities under the order. The only people allowed to attend sport activities are those that provide care to a participant or player. For example, providing first aid.

##### Travel for team athletic activities

Travel to, from and between communities for team athletic activities like games, competitions, training and practice is prohibited under this order. For example:

- A team from Abbotsford cannot attend a training session in Chilliwack
- A team from Victoria cannot attend a practice in Richmond

##### Exemptions

High performance athletes, professional athletes and professional performers like dancers are not included in the order. To qualify as a high performance athlete, you must be:

- Identified by the Canadian Sports Institute Pacific as a high performance athlete affiliated with an accredited provincial or national sports organization
- Already training in B.C.
- Continuing to follow the safety guidelines of your provincial sports organization

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#### Mask requirements in public indoor settings

As outlined in the mask mandate order, masks are required for everyone in many public indoor settings. A face shield is not a substitute for a mask as it has an opening below the mouth.

There are exemptions for:

- People with health conditions or with physical, cognitive or mental impairments who cannot wear one
- People who cannot remove a mask on their own
- Children under the age of 12

Masks are required in many indoor public settings and all retail stores. This includes:

- Malls, shopping centres
- Grocery stores
- Airports
- Coffee shops
- On public transportation, in a taxi or ride-sharing vehicle
- Places of worship
- Libraries
- Common areas of post-secondary institutions, office buildings, court houses, hospitals and hotels
- Clothing stores
- Liquor stores
- Drug stores
- Community centres
- Recreation centres
- City Halls
- Restaurants, pubs and bars when not seated at a table
- Sport or fitness facilities when not working out

Mask enforcement

You are subject to a \$230 fine if you:

- Do not wear a mask in an indoor public setting, unless you are exempt
- Refuse to comply with the direction of an enforcement officer, including the direction to leave the space
- Engage in abusive or belligerent behaviour

Masks at workplaces and shared living areas

Emergency Management BC is reviewing other community locations where a mask mandate may be advisable and anticipates issuing a further order to enforce requirements for masks in common areas of apartment buildings, condos and workplaces.

It is strongly recommended that masks be worn in the following areas:

- Common areas in apartment buildings and condos, including:
  - o Elevators
  - o Hallways
  - o Lobbies
  - o Stairwells
- Shared indoor workplace spaces, including:
  - o Elevators
  - o Kitchens
  - o Hallways
  - o Break rooms

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Travel advisory

At this time, all non-essential travel should be avoided. This includes travel into and out of B.C. and between regions of the province. For example:

- Do not travel for a vacation
- Do not travel to visit friends or family outside of your household or core bubble

What is essential travel?

Individual circumstances may affect whether a trip is considered essential or non-essential. Essential travel within B.C. includes:

- Regular travel for work within your region
- Travel for things like medical appointments and hospital visits

For example, if you live in Vancouver and work in Surrey you can continue to commute.

If you need to travel for essential reasons, take the same health and safety precautions you do at home.

- Wash your hands often
- Practice safe distancing, 2 m
- Travel only with yourself, household or pandemic bubble
- Stick to the outdoors whenever possible
- Clean spaces often
- Wear a mask in indoor spaces

Travel for mountain sports

Ski and snowboard at your local mountains. For example, if you live in Vancouver, you should ski at Cypress, Grouse or Mt. Seymour.

Coming from outside of B.C.

At this time, people travelling to B.C. from another province or territory within Canada should only come for essential reasons. If you do travel, you are expected to follow the same travel guidelines as everyone else in B.C.

- The restriction of all non-essential travel at the Canada-U.S. border remains in effect
- Travellers to and from the United States going to and from Alaska must proceed directly to their destination and self-isolate during any necessary overnight stops
- International travellers returning to B.C. are required by law to self-quarantine for 14 days and complete the federal ArriveCAN application

Flights to and from B.C.

The order does not restrict flights entering and leaving B.C.

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#### Enforcement

During a public health emergency under the Public Health Act, the PHO can make orders as needed. You must follow the orders.

Under the Government's Emergency Program Act, some orders can be enforced by police or other compliance and enforcement officials. People who don't follow these orders could be fined.

#### Workplace enforcement

In addition to compliance activities by WorkSafe, an Environmental Health Officers team will focus on workplaces in the Vancouver Coastal and Fraser Health regions to ensure COVID-19 Safety Plan compliance and enable rapid response and action.

## 15. BC Center of Disease Control (BC CDC)

We also have to review all information originating from the BC CDC.

Such as:

Facemasks will help protect you and those around you and are required in some settings.

Last updated: November 26, 2020 at 12:30 p.m.

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Masks have a role to play in preventing the spread of COVID-19. Masks act as a barrier and help stop the spread of droplets from a person's mouth and nose when talking, laughing, yelling, singing, coughing, or sneezing.

Wearing a mask should be combined with other important protective measures such as frequent hand washing and physical distancing. A mask is not enough to prevent the spread of COVID-19 on its own.

The information on this page is for the public. Health care professionals should refer to information about personal protective equipment for health care settings.

In this section

1. When to wear a mask
2. How to wear a mask
3. Types of masks
4. Cleaning and disposing of masks

When to wear a mask

COVID-19 is spread through infected droplets from a person's mouth or nose. Some people can spread the virus when they have very mild symptoms or may not know that they have COVID-19.

- Wearing a non-medical, cloth mask, is now required in many indoor public spaces by people 12 years and older. This includes shopping malls, grocery stores, community centres and on public transportation or in taxis and ride shares. It is required in retail settings and restaurants and coffee shops except while eating or drinking. This requirement applies to both staff and customers in these settings.
- Masks are required in common areas of sports and fitness centres when not engaged in physical activity, in post-secondary institutions, non-profit organizations and in hotels and court houses.
- Masks are strongly recommended in common areas in workplaces and apartment buildings like elevators, hallways and washrooms. Employees may not need to wear a mask in their offices or cubicle if there is a physical barrier like plexiglass in place. Individual workplaces may have further mask requirements that you should follow.
- Wearing a medical mask is required for patients, clients and visitors to most health care facilities such as hospitals. Medical masks are usually provided if you don't have your own.
- People who cannot wear a mask or who cannot put on or remove a mask on their own are exempt. Some people cannot wear a mask for psychological, behavioural or health conditions. Be respectful of people who can't wear a mask.

- Non-medical masks may not be required where COVID-19 safety plans and measures like cohorts and health checks are in use such as in classrooms.
- If you are sick and cannot distance from others at home, a mask should be worn. Learn more about the precautions you should take if you are sick.
- Wear a medical mask if you are caring for a person with symptoms of COVID-19. This is particularly important if you will be in direct contact with a sick person's droplets, saliva or other bodily fluids. For more information see the guide for caregivers and household members of those with COVID.
- Do not put a face mask or any covering including visors and eye protection on infants under two years of age. A facemask or covering will make it difficult for a baby to breathe because their airways are still small. There is also a risk that parts of the facemask, visor or eye protection can come off and become a choking hazard. See information about keeping your baby safe during COVID-19 from Perinatal Services BC.

#### How to wear a mask

A properly fitted mask sits closely over the mouth, nose, cheeks and chin of the person wearing it.

- It is important to make sure the mask can be held in place comfortably with ties or ear loops to reduce the need to adjust the mask. If it is not comfortable, you won't want to wear it consistently.
- Masks should only be used by one person and should never be shared.

Please see the How to wear a facemask poster for information on how to properly put on and take off a face mask or watch the video:

#### Types of masks

##### Homemade masks

If you are making a mask, here is some information to help make an effective mask:

- Homemade masks can be made from different materials, but some materials are better than others. Use clean 100% cotton, polyester or a cotton-polyester blend.
- Homemade masks should have at least three layers to make sure that droplets don't pass through the fabric. The most important thing is having these three layers with a mask that fits well.

Here are some instructions on how to make cloth masks: [Non-medical masks and face coverings: Sew and no-sew instructions](#)

##### Cleaning and disposing of masks

Medical masks should not be cleaned and reused because putting them in the washing machine may damage the protective layers, reducing their effectiveness. All masks should be changed frequently. Fabric masks should be cleaned frequently. If a mask is wet or visibly dirty it should be thrown-out or cleaned. A wet mask should not be used for an extended period of time.

To dispose of medical masks after use:

- Wash or sanitize your hands before taking your mask off.
- Put the used masks in a garbage bin. Do not litter.
- After taking off your mask, wash or sanitize your hands again.
- When emptying garbage bins, don't touch used masks or tissues with your hands. All waste can go into regular garbage bins.

Homemade or cloth masks should be cleaned and changed often:

- To clean a homemade cloth mask, wash it using the directions on the original material. You can wash by hand or in a washing machine. Warmer water is better. Dry the mask completely.
- If dirty cloth masks have been in contact with someone who is sick they can still be washed with other people's laundry.
- Any damage, fabric break down or change in fit will reduce the protection of cloth masks.

## 16. WorksafeBC

WorksafeBC then comes out with additional information that we, as employers, **MUST** adhere to.

Two examples:

### Mandatory masks in workplaces

On November 19, 2020, the provincial health officer (PHO) announced that the Minister of Public Safety and Solicitor General would be issuing a public safety order under the Emergency Program Act around mandatory use of masks. On November 24, the Minister of Public Safety and Solicitor General issued an order requiring everyone to wear masks in many indoor settings. There are exemptions for:

- People with health conditions or with physical, cognitive or mental impairments who cannot wear one
- People who cannot remove a mask on their own
- Children under the age of 12

Emergency Management BC has indicated that this order is meant to apply to members of the public. Additional orders are anticipated that will apply to workers.

### What employers need to do

Employers should provide signage on the mandatory mask policy and inform customers about the requirement.

Employers should ensure that workers are provided with information on how to discuss mandatory mask usage with customers, including what to do if they refuse or become abusive. Employers should review their violence prevention policy to ensure that it addresses safety issues that may arise.

### What workers need to do

Workers must abide by the protocols and policies in their employer's COVID-19 Safety Plan, which may include the use of masks for some circumstances.

### Resources for employers and workers

- A resource guide on selecting appropriate masks for non-healthcare settings
- A workplace poster for the use and care of masks
- Refer to Controlling exposure: Assessing and applying appropriate controls for information about how masks fit into an effective COVID-19 Safety Plan
- (Nov. 25) Workplace poster indicating the mandatory use of masks

### Frequently asked questions

Who is responsible for ensuring workers and customers wear masks?

Employers should provide signage on the mandatory mask policy and inform customers about the requirement.

Who enforces the public mask requirement?



To report contraventions of the mask order, people are asked to contact their local government's bylaw office. If they are unable to reach a local bylaw office, they can contact their local police department's non-emergency line. Police may be called if someone becomes threatening or abusive in response to a request to put on a mask.

If everyone is wearing a mask, does that mean we no longer need other protocols, such as physical distancing and barriers?

No. Mask wearing is just one part of an effective COVID-19 Safety Plan. All other workplace protocols including health checks, physical distancing, barriers, masks, and cleaning protocols need to remain in place, and you must ensure that they are being followed appropriately.

What can be worn as a mask?

Members of the public are advised to wear a mask or face covering, defined in the order as a medical or non-medical mask that covers the nose and mouth. Face shields are not a substitute for a mask, as there is an opening below the mouth. Employers are advised to review selecting and using masks in non-health care settings for guidance on appropriate masks for workers.

Worker health checks: November 19 PHO order

Part of a robust COVID-19 Safety Plan involves ensuring people with symptoms of COVID-19 or who have had a potential exposure are prohibited from entering the workplace.

To support this goal, the provincial health officer issued an order on November 19 that includes a requirement for employers in all regions to ensure that every worker conducts a daily health check before entering the workplace. This order remains in place until midnight on December 7 or as otherwise advised by the PHO. The information below provides clarity around what is required for daily health checks.

What employers need to do

- Employers must ensure that every worker performs a daily health check before entering the workplace. Health checks are mandatory self-assessments conducted by workers and includes confirming with their employer, in written or verbal format, that they have reviewed the complete list of entry requirements (included on this entry check poster) and that none of the prohibited criteria apply to them.
- Employers can use a number of methods to confirm that this self-assessment has taken place. Some examples include:
  - o A written health check declaration completed by workers before entry.
  - o An online health check form completed by workers before entry.
  - o A verbal check in, done either in person, virtually, or by phone with every worker, confirming that the worker has completed their daily health check, and a record that this confirmation was received.
  - o Other forms of a supervised daily health check process based on the above.

What workers need to do

- Review the list of symptoms and potential exposure questions (included on this entry check poster).

- Complete the daily health check and inform your employer that you have done so, using the health check method at your workplace.
- If you have any of the symptoms or potential exposures listed on the health check, do not enter the workplace.

#### Resources for employers and workers

An entry check poster for workers is available here. This poster can be posted at the worksite to provide a list of the symptoms and restrictions that workers must review as part of a health check. Signage and messaging at the workplace on its own is not sufficient to satisfy the daily health check requirement.

#### Frequently asked questions

##### What are the key symptoms of COVID-19?

The current list of symptoms as identified by the BCCDC are included on this entry check poster. These are new or worsening:

- Fever or chills
- Cough
- Loss of sense of smell or taste
- Difficulty breathing
- Sore throat
- Loss of appetite • Extreme fatigue or tiredness
- Headache
- Body aches
- Nausea or vomiting
- Diarrhea

##### What are the other entry requirements?

In addition to displaying any of the above new or worsening symptoms, other restrictions from entering a workplace include:

- If you have travelled outside of Canada within the last 14 days
- If you have been identified by Public Health as a close contact of someone with COVID-19
- If you have been told to isolate by Public Health

These restrictions are included on this entry check poster.

##### Who is responsible for doing health checks?

Employers are responsible for ensuring that health checks are completed by implementing appropriate protocols and training designated individuals to confirm they are done. Supervisors, health and safety personnel, or others may be tasked with confirming that workers have conducted the health check and recording that this confirmation

was received. Workers are responsible for conducting the health check before entering the workplace and confirming this through the method required by the employer.

What if a worker has a symptom of COVID-19 or potential exposure?

The worker must not enter the workplace. They must return home and use the BC COVID-19 Self-Assessment Tool or follow any public health advice they have been given.

Are employers required to inform public health of those exhibiting symptoms?

No.

What if a worker refuses to confirm that a health check was completed?

The order issued by the PHO requires that workers do the health check. If a worker refuses to take part in the health check, they must not enter the workplace.

Do daily health checks have to be completed for trades people, contractors, or visiting staff?

Yes.

What information is the employer required to compile and collect?

Employers should not be collecting any personal information about workers, including their responses to health check questions. Employers just need to collect a confirmation that a health check was done.

Do daily health checks have to be completed for clients or the general public entering the workplace?

No, the provincial health officer has only ordered daily health checks for all workers entering the workplace. However, a COVID-19 Safety Plan already requires that employers have policies prohibiting members of the public from entering the workplace if they are experiencing any COVID-19 symptoms or meet any of the other restricted criteria. For members of the public, posting signage at the entrance to the workplace is enough.

**If we implement an effective health check program, doesn't that mean no one with COVID-19 is at the workplace? Can we relax on our other protocols?**

No. Remember, not all COVID-19-positive people show symptoms, and asymptomatic people can still transmit the virus. All of your workplace protocols including physical distancing, barriers, masks, and cleaning protocols need to remain in place, and you must ensure that they are being followed appropriately.