

## Rideau Lakes Public Library – Covid19 Safety and Re-opening Phases – July 2020



At Rideau Lakes Public Library, we strive to offer ongoing access to collection and program supports to our community while putting the health and safety needs of our staff and library members as our top priority as we navigate re-opening during the time of Covid19.

This plan describes the safety measures and procedures RLPL will follow through the three stages of re-opening reflecting the [Ontario Government framework](#), while [meeting legislative requirements](#), and drawing on the best practices and research from a number of sources:

- [Leeds, Grenville, Lanark Health Unit](#)
- [Public Health Ontario](#)
- [Health Canada](#)
- [Southern Ontario Library Service \(SOLS\)](#)
- [Public Services Health & Safety Association \(PSHSA\)](#)
- [World Health Organization \(WHO\)](#)
- [Centre for Disease Control \(CDC\)](#)
- [Reopening Archives, Libraries and Museums \(REALM\) project](#)
- [Institute of Museum and Library Services](#)

### **Note:**

Economic and social recovery from Covid-19 is a fluid situation so this guideline will be updated as more research and information is available or as advice from health officials changes. This plan takes into account that there may be a need during the re-opening/recovery process to adopt an earlier phase if required by provincial order or other circumstance.

As of July 2020 we are not permitted to have any public at the South Elmsley Branch in the Lombardy Public School building due to controlled access from the Upper Canada District School Board.

TBD = To be determined

Health and Safety measures in response to Covid-19 help ensure safe...	Stage 1	Stage 2	Stage 3	Reference
	May 29 2020	June 29 2020	August 4 2020	
<b>Library Members and Visitors</b>				
Covid-19 information and resources <ul style="list-style-type: none"> <li>• Current information on Covid-19 facts and impact in our community.</li> <li>• Printouts available by request.</li> </ul>	✓	✓	✓	<a href="#">RLPL Covid-19 Resource Page</a>
Self-assessment health check Members and visitors may not enter the library if they are experiencing any Covid-like symptoms <ul style="list-style-type: none"> <li>• Symptoms are posted</li> <li>• Details on testing resources is available</li> </ul>		✓ ✓	✓ ✓	<a href="#">Ontario Public Health self-assessment questionnaire</a>  <a href="#">Where to get tested for Covid-19</a>
Hand and respiratory hygiene <ul style="list-style-type: none"> <li>• Hand cleaning required before and after you enter the branch</li> <li>• Hand sanitizer available at entrances</li> <li>• Handwashing posters, soap and paper towels in public washrooms</li> <li>• Cough or sneeze into your elbow</li> </ul>	✓	✓ ✓	✓ ✓	<a href="#">Handwashing poster</a>
Physical distancing <ul style="list-style-type: none"> <li>• Signage and posted floor marking remind library members and visitors to maintain 2m/6ft physical distancing.</li> </ul>	Signage purchased.	Only one computer workstation or minimum 2m/6ft physical separation	Library members asked to maintain 2m/6ft distance at all times.	<a href="#">Public Health Ontario Physical Distancing</a>
Masks/face coverings <ul style="list-style-type: none"> <li>• Non-medical masks or face coverings required as of July 6 2020</li> <li>• Masks available for free or fabric masks by donation</li> </ul>	Public are not in the branches.	Public may use computers by appointment and must wear a non-medical mask.	Public must wear a non-medical mask in an enclosed public space.	<a href="#">Mask Poster</a>  <a href="#">LLG health unit July 6 mask measure</a>
<b>Services</b>				
Branch open hours	No public access.	Limited by appointment.*	Open with limited hours.*	*South Emsley Branch remains closed.

Digital Collections	✓	✓	✓	<a href="#">ECollections</a>
Online/Virtual Programs	✓	✓	August 2020 then TBD	<a href="#">Online programs</a>
Materials/ Physical Collections <ul style="list-style-type: none"> <li>Dropbox open</li> <li>Interlibrary Loans (ILL)</li> <li>Dropbox emptied with PPE and/or handwashing</li> <li>Time quarantine for staff handling of returned items – up to 48 hours (for alternate open days)</li> <li>Time quarantine for public pick-up of returned items – 72 hours up to 96 (48 hours after processing).</li> <li>Items processed same day by request are handled with PPE and advised to set aside full 72 hours.</li> <li>Light browsing allowed.</li> </ul>	✓ ILL resumes ✓ ✓ ✓ ✓	✓ ILL expands ✓ ✓ ✓ ✓	✓ Full ILL ✓ ✓ ✓ ✓ ✓	<a href="#">ILMS webinar with CDC experts stressing quarantine procedures for library materials</a> <a href="#">REALM project literature review</a> <a href="#">REALM study</a> <a href="#">Health &amp; Safety Guidance During COVID-19 For Library Employees</a> <a href="#">Ontario Regulations</a>
Curbside Pick-up <ul style="list-style-type: none"> <li>For your safety, and that of others, if you feel sick do not show up for or return library materials. Stay home. Stay safe.</li> <li>At the door to the branch, check that the entrance is clear. Only one person at a time in the hallway.</li> <li>Your bag will be ready on the table in the hallway clearly labelled with your last name. Please only pick up your own bag.</li> <li>If you need any assistance, please call the branch by mobile phone.</li> <li>Drop-boxes are open for returns (library items only please, we can't accept donations at this time)</li> </ul>	Curbside pick-up in 5 locations, 6 days throughout the week.	Curbside continues.	Curbside continues.	<a href="#">Pick-up and Delivery Services: Guidance for Public Libraries</a> <a href="#">RLPL Curbside Pick-up Guidelines</a> <a href="#">Ontario Regulations</a>

Wifi Access – outside of branches	✓	✓	✓	
<p>Computer Access</p> <ul style="list-style-type: none"> <li>Public Computers by appointment only Stage 2 – email or phone branch. (Records kept for the year in case of contract tracing). By appointment or by demand if not booked – Stage 3.</li> <li>Name recorded to be used only if required and within privacy policy.</li> <li>Time limits (45 minute) for both public computers and personal devices in the branch.</li> <li>Keyboards and mouse covered with plastic wrap for each individual use.</li> <li>Staff clean keyboards, mouse, seat &amp; desks between patrons (15 minutes)</li> <li>Printing permitted</li> <li>Payment flexible</li> </ul>	Not open to public	Appointment only. In person tech help as possible for staff with mask/face shield. One to 2 workstations.	Computer access continues with physical distancing/ barriers in place by appointment or as demand allows.	<a href="#">Ontario Regulations</a>
<p>Printing</p> <ul style="list-style-type: none"> <li>Use of public printer/copier only</li> <li>Flexible payment, by charge or donation (no change given)</li> <li>Staff may assist (with proper distance and PPE)</li> </ul>	Available with curbside pick-up only.	✓	✓	
<p>Payment – to minimize or eliminate</p> <ul style="list-style-type: none"> <li>Waive fines</li> <li>Payment by donation – no change given.</li> <li>Keep track of fees by library account to be paid when sufficient amount.</li> </ul>	No fines, no payments.	No fines. Flexible payments.	No fines. Flexible payments continue.	
No eating or beverages in the library branches. Beverage service is not available.	✓	✓	✓	
<b>Library Spaces</b>				
Entrance and exits		Limited entrance.		

<ul style="list-style-type: none"> <li>Where possible in branch layout, allow for separate entrance and exit.</li> </ul>	Not open to public.		One entrance and exit recommended.	
<b>Signage</b> <ul style="list-style-type: none"> <li>Entry signs – attendance and time limits</li> <li>Floor stickers – physical distancing</li> <li>Floor directions – enter and exit</li> <li>General precaution guidelines</li> </ul>	Ordered.	Signage posted.	Signage remains in place.	<a href="#">Protect those around you</a>
<b>Spacing</b> <ul style="list-style-type: none"> <li>2 m/6 ft spacing between any seating</li> <li>Aisles are one at a time.</li> </ul>	Not open to public.	Computer workstations 2m apart and plexi-barriers in place.	Furniture, computers, and shelving arranged for maximum space.	
<b>Entry limits per branch based on useable building area (plus 1 to 2 circulation staff)</b> <ul style="list-style-type: none"> <li>Elgin = 10 people</li> <li>Delta = 6</li> <li>Newboro = 6</li> <li>Portland = 6</li> <li>South Elmsley = 10</li> </ul>	Not open to public	Open by appointment (1 to 2 maximum at a time)	Limits established per branch allowing 15 m or 160 sq. feet per person based on recommendations and typical visits.	<a href="#">IFLA recommendations with some international libraries using between 10m/100ft to 20m/200ft area per person.</a>
<b>Time Limits</b>	Not open to public.	45 minutes per session.	- 20 minutes browsing time. - 45 minutes internet access.	
<b>Computer workstations</b> <ul style="list-style-type: none"> <li>Keyboard covers, plastic bags over mouse</li> <li>Cleaning of desk, keyboards, mouse, arm rests</li> </ul>	Not open to public.	Cleaned or changed by staff after each patron.	Cleaned or changed by staff after each patron.	
<b>Check-out desk</b> <ul style="list-style-type: none"> <li>Distancing with floor sticker placement</li> <li>Plexi-glass guard on counter</li> </ul>	Supplies ordered	✓ ✓	✓ ✓	

<p>Cleaning and disinfection</p> <ul style="list-style-type: none"> <li>• Recommended cleaners and disinfectants used</li> <li>• Focused cleaning on high touch surfaces</li> <li>• Shared equipment by staff will be sanitized (if sharing of equipment is unavoidable)</li> </ul>	<p>All workstations and equipment cleaned before and after shifts.</p>	<p>As stage 1 plus increased cleaning of computer areas between each use by public.</p>	<p>As prior stages.</p>	<p><a href="#">Health &amp; Safety Guidance During COVID-19 For Library Employees</a></p> <p><a href="#">Public Health Ontario Cleaning and Disinfecting</a></p>
<p>Washroom facilities</p> <ul style="list-style-type: none"> <li>• Handwashing posters</li> <li>• Soap and paper towels provided</li> <li>• Cleaning and disinfection procedures to be posted.</li> <li>• Public washroom high touch surfaces (switches, faucets, paper towel dispenser, soap, toilet handle) to be cleaned every 2 hours by staff.</li> </ul>	<p>Public are not in the branches.</p> <p>✓</p>	<p>Limited public washroom use.</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Public washrooms open.</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p><a href="#">Handwashing poster</a></p> <p><a href="#">Cleaning and disinfecting public washrooms</a> LLG Health Unit</p>
<p>Airflow and ventilation</p> <ul style="list-style-type: none"> <li>• Doors and windows open as much as possible</li> </ul>	<p>✓</p>	<p>✓</p>	<p>✓</p>	