

Fernie Heritage Library Communicable Disease Plan, July 2022

1. PURPOSE

To outline the policies, guidelines and procedures that have been put in place to reduce the risk of transmission of communicable diseases so that the Fernie Heritage Library can provide a safe and welcoming environment for its patrons and employees. The following plan is to be used daily in the Fernie Heritage Library to minimize the risk of communicable disease transmission in the library.

2. SCOPE

This plan applies to operations at the Fernie Heritage Library and all employees and volunteers must comply with the guidelines and protocols set out in this plan.

3. DEFINITIONS

Cleaning – The physical removal of visible soiling through the use of a cleaning cloth, and water and detergent. This removes, rather than kills, viruses and bacteria.

Communicable Disease – An illness caused by an infectious agent or its toxic product that can be transmitted in a workplace from one person to another. Examples of communicable diseases that can be transmitted in the workplace include COVID-19, colds, norovirus, and seasonal influenza.

COVID-19 – The coronavirus SARS-CoV-2 first identified in late 2019 that causes a respiratory infection.

Disinfection – The killing of viruses and bacteria by applying a chemical disinfectant to an object, or by quarantining for a period of time specified by a provincial or federal public health agency.

4. MANAGING RISK OF TRANSMISSION

a. Employees and volunteers should:

i. Stay home if they have symptoms of a communicable disease.

- ◆ A key way to prevent communicable disease transmission is to stay home if sick
- ◆ Staff and volunteers must stay home if they are sick until at least 24 hours after all symptoms have passed.
- ◆ Any staff or volunteers experiencing COVID-19 symptoms must follow guidelines on the BC Online Assessment tool (<https://bc.thrive.health/covid19/en>).

- If COVID-19 test is positive, follow guidelines from the BC Centre for Disease Control (<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/if-you-have-covid-19#testedpositive>)
- If COVID-19 test is negative, staff and volunteers must stay home until at least 24 hours after all symptoms have abated.

ii. Wash hands frequently with soap and water, or use a sanitizer if hand-washing is not practical.

iii. Sneeze or cough into their sleeve or a tissue.

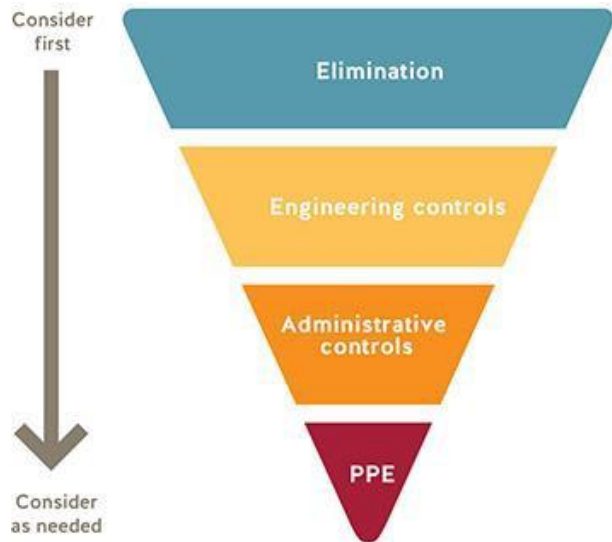
b. The Library will:

- i. Maintain a clean environment through routine cleaning processes conducted by the janitor.
- ii. Ensure the building is well ventilated and the ventilation system is properly maintained.

- iii. Manage the number of people in the building to ensure occupancy limits are respected and safe distancing can be maintained.
- iv. Use a registration system for all in-person indoor library programs to ensure that numbers remain at a level where physical distancing can be maintained.
- v. Use a registration system for all in-person outdoor library programs that involves crafts or activities (not solely stories and songs)
- vi. Provide virtual options to participate in programming (goal is to offer hybrid programming where possible).
- vii. Host library programs outdoors where possible.
- viii. Provide curbside service to those who request/need it.
- ix. Support employees and volunteers receiving vaccinations for COVID-19 and other vaccine-preventable conditions. All library staff and volunteers are vaccinated for COVID-19.
- x. Support mask wearing by staff and volunteers by providing free masks to all staff and volunteers.

5. ADDITIONAL MEASURES DURING PERIODS OF ELEVATED RISK

- a. The Library will follow all relevant orders, guidance, recommendations, and notices issued by the provincial health officer and regional health authority during a period of elevated risk.
- b. Dependent on guidance, areas within the facility, regular activities, and processes will be assessed for potential risks. Temporary restrictions to limit access to the Library's spaces and services may be implemented to effectively manage these risks.
 - i. If the Chief Librarian, or designate, determines that staffing levels are not adequate to ensure full access to the building, the second floor may be closed, or the library may return to curbside only operations.
- c. Additional control measures that have been put in place to offer the highest level of protection include:
 - i. **Elimination** – Policies and procedures to keep people at a safe physical distance from one another.
 - ii. **Engineering Controls** – The use of barriers to separate people in situations where one cannot maintain physical distancing.
 - iii. **Administrative Controls** – Rules and guidelines for workplace operations and the delivery of different types of service for employees to follow to reduce the risk of transmission.
 - iv. **Personal Protective Equipment (PPE)** – The use of non-medical masks to reduce risks of disease transmission.



- d. The Library may implement additional cleaning and/or disinfecting protocols to further reduce risk of transmission from high-touch surfaces.

6. COMMUNICATING RISK-REDUCTION MEASURES

- a. The Board will be apprised by the Chief Librarian, or designate, of mitigation measures being taken to reduce the communicable disease transmission risks.
- b. When possible, employees will be involved in the development of additional safety measures and protocols.
- c. Information about additional measures shall be communicated to employees and volunteers through a variety of channels including, but not limited to, in-person briefings, email, signage, and documentation posted on the library homepage.
- d. The public will be informed of additional risk reduction measures through a variety of channels including, but not limited to, signage, news releases, newsletters, posts to the website and social media channels, and through direct conversations with employees.

7. TRAINING AND MONITORING

- a. Employees will develop protocols to address additional measures during periods of elevated risk, practice scenarios where those protocols are put to use to gain direct experience, and refine the protocols based on that experience.
- b. Employees will review protocols and restrictions on a regular basis, and make adjustments as needed to effectively address the existing risk level.
- c. Volunteers will be provided with updates as needed.