



COVID-19 SITE SAFETY PLAN – LIBRARY PHASE THREE (CONTROLLED ACCESS)

DETAILS

Department	Library	Location	Port Moody Public Library
Date Completed	June 1, 2020	Date Revised	November 19, 2020
Lead	Marc Saunders		
Safety Plan Completed By	Marc Saunders	Approved By	Marc Saunders, Chelsea Steinfeld
Implementation Team	Marc Saunders & Michael Dekoven	Audit Team	Ian Smedley & Catherine Guerin & (July 13/20)

ASSESSMENT

TOPIC	DETAILS	CONTROLS/DESCRIPTION
Occupancy Limits	<ul style="list-style-type: none"> - Gathering areas identified - Occupancy limits posted - Workplace reconfiguration (if necessary) - Work process/work flow procedures is established (if necessary) 	<ul style="list-style-type: none"> - Approximately 60 patrons could be permitted into the library based on its size and assuming 1 person per 5 square meters of free movement. Initially only 20 patrons will be allowed in the facility until the movement of people has been evaluated and, if needed, improvements made. - The Children’s Storytime circle has a sign limiting the number of people in that space to 3 total or 1 family. - Occupancy limits are posted - All tables and chairs are removed to open up the space and encourage people to not linger. - Approximately 18 staff members are able to be in staff areas and properly social distance. There will never be 18 staff members on site during this phase. We expect that only 12 staff members would actually be on-site in staff areas.
Handwashing stations	<ul style="list-style-type: none"> - Number of handwashing/sanitization stations identified - Handwashing/Hygiene signs posted 	<ul style="list-style-type: none"> - Handwashing available in public and staff washrooms. - Handwashing station available in the staff break room. - 3 Standalone hand sanitizer stations available. - Sanitizer wipes available to staff. - Signage is posted
Cleaning Protocols	<ul style="list-style-type: none"> - High touch areas identified - Safe Work Procedures developed/posted - Cleaning frequencies identified - Cleaning agents available - Safety Data Sheets available 	<ul style="list-style-type: none"> - All high touch areas are identified: <ul style="list-style-type: none"> o Handles and keypad on door to City Staff Washrooms (2 handles, 1 pad). o Handles on door from City hallway to Circulation Workroom (2 handles). o Controls and handset of shared phone in the Circulation Workroom (2 phones). o Handles on door from Circulation Workroom to Circulation Desk (2 handles). o Handles and keypad on door from Information Desk area to Hallway (2 handles 1 pad). o Cupboard/drawer handles o Break Room cupboards (7 handles) o Break Room drawers (4 handles)

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		<ul style="list-style-type: none"> ○ Wipe appliance handles and controls ○ Fridge/Freezer handles ○ Coffee maker handle and controls ○ Kettle handle ○ Toaster handle ○ Microwave handle and controls ○ Dishwasher handle and controls and wipe the top of dishwasher door ○ Faucet handles and hand soap dispenser pump button. ○ Supply cupboards handles (3 handles) ○ Staff Entrance handle and crash bars (2 crash bars interior, one handle exterior) ○ Two tables in the Break Room ○ The Circulation Desk, especially the front edge ○ The flat surfaces in the Children's area including the Children's display counter and tables ○ Information Desk edges ○ Plexiglas shields ○ Handles on book trucks on the floor ○ Bottom edges of hinged Magazine display shelves ○ Top edge of kick stools - All safe work procedures are developed and posted <ul style="list-style-type: none"> ○ SWP – Library Cleaning and Sanitization ○ SWP – Library Curb Side Pickup ○ SWP – Library Controlled Access - Cleaning frequency is every four hours - Cleaning agents are available (Vert-2-Go ED) - Safety Data Sheets are available in the staff break room
Barriers/Partitions	<ul style="list-style-type: none"> - Areas that require barriers/partitions identified - Cleaning protocols/schedule established for barriers 	<ul style="list-style-type: none"> - The entrance is divided to allow one-way passage with people entering/leaving to their right so as to not cross paths with others - A table separates patrons from the holds shelf so they need to ask staff to retrieve holds for them - Patrons are directed through one-way signage and stanchions to either 1) the Circulation Desk line up (to check out holds) or 2) the stacks to browse for materials - Stanchions and signage directs patrons to the Circulation Desk lineup - Initially the Internet computer area and photocopier is partitioned off behind stanchions. This area will become available once cleaning protocols have been approved and staff have capacity to clean according to schedule. - Plexiglas sneeze guards are in place at the Circulation and Information Desks - Plexiglas sneeze guard will be wiped down every four hours
Personal Protective Equipment	<ul style="list-style-type: none"> - Tasks requiring PPE identified - Amount/type of PPE required - Training for PPE use - PPE signage 	<p>The tasks requiring PPE are:</p> <ol style="list-style-type: none"> 1) emptying the book drop bin; 2) cleaning high touch areas every 4 hours; and 3) Masks must be worn by employees and patrons in all shared areas of the Library <p>Personal stationary kiosk/workstations/offices are exempt when working alone.</p>

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		<p>The amount and type of PPE has been estimated</p> <p>Training for PPE is provided</p>
Training	<ul style="list-style-type: none"> - SWP's reviewed - Safety Talks conducted - COVID-19 Information Posted 	<ul style="list-style-type: none"> - SWP – PANDEMIC-Library Cleaning and Sanitization - SWP – PANDEMIC-Staff in Building – Library - Influenza Safety Talk (CT 138) - City of Port Moody Pandemic Exposure Control Program – COVID-19 - Hand Hygiene (BC Gov COVID-19 Handwashing Poster)
Reporting	<p>Worker reporting/screening in place (symptoms, exposure etc)</p>	<ul style="list-style-type: none"> - Staff must report to the supervisor when they do not feel well - The supervisor must ask a staff member if they are feeling well if they appear to be presenting symptoms of illness - Workers are required to complete a Daily COVID-19 Self-Screening Health Check for Staff form prior to the start of each shift. If a Worker answers YES to any questions on this form, they are to advise their Supervisor immediately. - The supervisor will email the Deputy Library Director when a staff member acknowledges they have symptoms of illness and leave work - Staff may acknowledge if they have allergies - All visitors must make a verbal health declaration on entering the library.
Tools/Equipment/Machinery	<ul style="list-style-type: none"> - Removal of any unnecessary/extra shared equipment/tools etc. - Cleaning protocol/schedule established 	<ul style="list-style-type: none"> - All shared equipment and office supplies have been reviewed. All extra items have been removed. - Cleaning takes place once every 4 hours and at the end of the shift - Put chairs to the side that are above capacity
Signage	<ul style="list-style-type: none"> - Main entrance signage (who is restricted from entering) - Internal signage (directions for patrons/staff) 	<ul style="list-style-type: none"> - Main entrance signage is posted restricting anyone experiencing symptoms of a COVID-19 infection - Internal signage for staff areas is posted - Internal signage for public areas is posted
First Aid	<ul style="list-style-type: none"> - First Aid supplies/PPE available - First Aid procedures posted 	<ul style="list-style-type: none"> - Gloves and surgical/cloth masks are available - First Aid procedures are posted
COMMENTS		

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