



## COVID-19 safety plan – snapshot

**Business name: Port Hope Public Library**

**Date completed: July 2021**

**Revision date:**

### Measures we're taking

#### How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

**Actions:**

- Ensure library procedures are up-to-date by a regular review of Province of Ontario directives, Haliburton Kawartha Pineridge District Health Unit and Municipality of Port Hope guidance and complying with all applicable government orders
- Update all staff of any changes by email and/or through postings on staff bulletin board
- Update the Covid file on the shared drive
- Ensure that rules are being followed by staff and patrons including but not limited to masking and physical distancing

#### How we're screening for COVID-19

**Actions:**

- All employees must complete a health screening questionnaire before entering the workplace
- The CEO/designate reviews responses
- Contractors and municipal staff must complete a health screening questionnaire before they enter the library. The Administrative Assistant reviews and reports any anomalies to the CEO/designate.
- Patrons and visitors are subject to Port Hope Public Library screening procedures when they enter the library. The front entrance greeter monitors and forwards those that require some follow-up to the Administrative Assistant.
- Management staff keep abreast of changes to Haliburton Kawartha Pine Ridge District Health Unit protocols and provincial legislation and make changes as necessary

#### How we're controlling the risk of transmission in our workplace

**Actions:**

- A schedule to restrict the size and composition of each shift group is in place to minimize in person contact
- A board approved mask policy is in place and eye protection has been distributed to all staff
- Staff are to maintain a 6 feet/2 metre distance between themselves and co-workers and patrons. Shields are to supplement masks as required PPE if physical distancing cannot be achieved in the building

- Occupancy limit of 2 is in place for the staff room
- Safety glass barriers have been installed at all public service desks and in staff areas where appropriate distancing cannot be maintained
- Disinfection of public work surfaces and computer keyboards/peripheral is part of the daily staff routine
- Staff have been trained in proper cleaning and disinfection procedures for use of shared equipment and furniture
- Hand hygiene information has been posted at all sinks in public and staff washrooms
- Hand sanitizer is available to all staff and the public at strategic locations throughout the library branches
- HVAC filtering and ventilation systems have been checked in both locations

## **What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace**

### ***Actions:***

- Port Hope Public Library follows the Municipality of Port Hope's COVID 19 contact management/tracking procedures.
- It is each employee's responsibility to follow the procedures outlined in the COVID-19 exposure and risk flow chart.
- The CEO/designate will provide additional follow-up when there is a failed self-screen.

## **How we're managing any new risks caused by the changes made to the way we operate our business**

### ***Actions:***

- Management will consult regularly with staff and in particular the health and safety representative to ensure that new protocols are being followed and are effective.
- The Deputy Chief Librarian will check -in regularly with workers about any concerns and address the issues with the CEO.

## **How we're making sure our plan is working**

### ***Actions:***

- Maintain a standardized reporting mechanism for staff.
- Encourage feedback from staff.
- The Deputy CEO and health and safety representative will consult regularly with staff and forward any concerns for discussion with the CEO.
- Changes/follow-up will be communicated by in person meetings, emails and notices on the staff communication board.