



MANUAL: Human Resources	NUMBER: Human Resources 3-43
POLICY: Conditions of Employment - Health and Safety – Mandatory Use of Face Coverings in Library Facilities during a pandemic	
APPROVED BY: Port Hope Public Library Board	DATE APPROVED: September 16, 2020 TO BE REVISED: Annually Date of revision: December 21, 2020/effective same date
REFERENCE: 2020 letters of instruction and policy – Haliburton Kawartha Pine Ridge Health Unit Emergency Management and Civil Protection Act (EMCPA) R.S.O. 1990 2020 Ontario Regulations as issued by the Province of Ontario Hastings Prince Edward Public Health	

Governance

Policy statement and Rationale

The purpose of this policy is to safeguard library staff and the community against COVID-19 in compliance with Ontario Regulation 263/20 and Ontario Regulation 364/20 (Rules for Areas in Stage 3 under the Emergency Management and Civil Protection Act (EMCPA). It is developed in accordance with instructions issued by the Haliburton Kawartha Pine Ridge District Health Unit and any by-laws/directives enacted by the Municipality of Port Hope.

Section 1: Definitions

1. For the purpose of this operational policy a *face covering* means a medical or non-medical mask or other face covering such as a bandana, scarf or cloth (including a hijab or niqab) that covers the mouth, nose and chin.
2. *Enclosed space* means the indoor area of Port Hope Public Library buildings or other venues used by the Library to conduct library program or events. This includes waiting areas, lobbies, service counters, washrooms, hallways, stairwells and elevators.
3. *Employee* means an employee, student, volunteer or contractor associated with Port Hope Public Library.

Section 2: Policy, Procedures and Implementation

Public Space and Patron/visitor protocols

1. Every person within an enclosed public space shall wear a face covering. Some people may not be able to tolerate wearing a mask.
2. The Library will exempt a person from wearing a non-medical mask or face covering on the premises for one of the following situations.
 - A child under the age of two years
 - A child under the age of five years either chronologically or developmentally who cannot be persuaded to wear a face covering by a caregiver
 - Unable to wear or remove a face covering without assistance including people who are accommodated under the Accessibility for Ontarians with Disabilities Act (AODA) or are protected under the Ontario Human Rights Code
 - Unable to wear a mask for medical reasons such as but not limited to respiratory disease, cognitive challenges or difficulties in hearing or processing information

Implementation and enforcement of this policy are based on good faith. No person shall be required to provide proof of any of the exemptions set out above.

3. Individuals who are exempt from the face covering/mask requirements (section 2) will be required to wear a face shield supplied by the library upon entry and throughout the visit. If that is refused they will be offered curbside service. If this alternate method of service is declined then the Library will not be able to provide further accommodation.
4. If visitors who are not exempt from current face covering requirements refuse to wear a face covering the Library can prohibit those individuals from entering the building in order to maintain a healthy and safe environment for library staff and visitors.

Employee Protocol

1. In areas of the building accessible only by library personnel employees will ensure:
 - Physical distancing of two metres (six feet)
 - Wearing of face coverings at all times
 - Commit to consistent hand washing and cough/sneeze etiquette
 - Routinely self-screen for COVID-19 symptoms. If COVID symptoms are detected employees are to report this situation to library supervisory staff and remain at home. They should seek medical advice for direction and possible testing report this

situation to library supervisory staff and remain at home. A report of the findings should be forwarded to the employer.

- As directed staff will follow Haliburton Kawartha Pine Ridge District Health Unit and/or Municipality of Port Hope health and safety protocols.
2. In areas of the building where there is interaction with the public employees will ensure:
- Wearing a non-medical mask or face covering. Shields are optional but must be worn with a face covering.
 - Use of employer supplied gloves as necessary
 - Frequent hand washing practices
 - Enhanced cleaning and disinfecting of surfaces as required by library health and safety measures

Implementation

- All staff will be trained on the new policy regarding face covering.
- A copy of this policy shall be posted at the library entrance and will be available at each service desk. Copies may be distributed to the public upon request.
- Current messaging regarding COVID self-screening from the Health Unit will be posted at all entrances.
- Appropriate visible signage will be posted at all entrances and in high traffic areas to indicate that all persons entering or remaining inside the enclosed public space must hand sanitize, wear a face covering and exercise proper physical distancing. Face coverings may be removed temporarily for any emergency or medical purpose.
- Staff also will provide verbal reminders of these same health and safety requirements.
- Alcohol (60%) based rub/sanitizer shall be made available at all entrances and exits
- Sufficient acrylic barriers will be provided at all key service areas to minimize direct contact between employees and visitors
- Enforcement of this policy will support the protocols included in section 2. If individuals fail to comply with its requirements or the instructions of staff regarding implementation further action may be required.

This policy is in effect until further notice or as revised in accordance with Province of Ontario legislation and/or in compliance with Haliburton Kawartha Pine Ridge District Health Unit directives.