

# COVID-19 Safety Plan

## Company details

Business name: Hamilton Public Library

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## 1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

### Actions:

- Ensure our policies and procedures are up to date with current Public Health recommendations and all applicable federal, provincial and municipal legislation.
- Share HPL's pandemic plan with employees and make regular updates to the plan as needed.
- Regular communication of COVID-19 updates such as new or changing health and safety measures in place and policies and procedures through company-wide email blasts, Microsoft Teams, internal intranet – HPLnet, all active employee virtual meetings with the Senior Leadership Team, branch/team meetings.
- Ensure all employees have reviewed all COVID-19 health and safety measures and procedures implemented prior to returning to the physical workplace. Upon staff's first day onsite at the physical workplace, their manager/supervisor will complete a health and safety orientation which includes but is not limited to training on current COVID-19 related policies, procedures and guidance documents along with specific health and safety measures in place for tasks applicable to the worker's job duties.

- All employees complete the Self-Screening Assessment Tool to examine for symptoms daily, before leaving home, to attend the physical workplace. If an employee does not meet the requirements to attend work in person, they are to stay home and alert their supervisor or manager and any other appropriate parties listed in the assessment.
- Employees double mask (i.e. wear a medical mask underneath a reusable non-medical mask) or can use the 'knot and tuck' method if wearing a medical mask alone as described by the Centers for Disease Control and Prevention (CDC) in order to improve fit and filtration of their PPE **all situations** except:
  - When they are at their personal workstation in a space inaccessible to the public AND a) they aren't actively interacting with others (i.e. co-worker comes over to talk) and b) they are separated by an impermeable barrier such as high cubicle walls, plexiglass barrier, close door, etc.
  - When they are eating or drinking (i.e. masks worn while waiting at the microwave, if relaxing in the break room and are not alone, etc.).
  - If they are working alone for their whole shift and not handling materials released from quarantine.
- Employees wear eye protection in addition to a medical mask or double mask when within two metres of any person who cannot wear a mask or face covering that snugly covers their mouth, nose and chin if not separated by an impermeable barrier or plexiglass.
- Practicing respiratory etiquette - covering a cough or sneeze with tissues or by using the fold of your arm. Immediately disposing of tissues in an appropriate waste basket and then washing hands.
- Washing or sanitizing hands, at minimum once per hour, in addition to any time hands become contaminated (i.e. touching a shared item or high-touch surface that wasn't disinfected); visibly soiled (cannot use hand sanitizer in this circumstance); before and after using the washroom, eating or smoking; before and after wearing PPE; and any other time as prescribed.
- Promoting, practicing and enforcing a physical distance of two metres (six feet) with co-workers and the public whenever possible through education, signage, workspace design and direct verbal communication.
- Sanitizing high-touch surfaces with the disinfectant wipes or spray provided in alignment with HPL's COVID-19 Environmental Cleaning for Workspaces Standard Operating Procedure at least twice per day.
- Cleaning and disinfecting of all branches overnight in addition to high-touched surface cleaning and disinfecting that occurs at least twice per day.

## 2. How will you screen for COVID-19?

### Actions:

- Hamilton Public Library uses a self-screening assessment tool developed by the City of Hamilton in conjunction with the Occupational Nurse. All employees complete the self-screening assessment tool prior to reporting to work onsite. The screening tool reviews questions about the employees' physical health and symptoms in alignment with the provincial list of COVID-19 symptoms along with questions surrounding close contact with a positive case, household members symptoms and travel outside of Canada.
- Upon arriving to the physical location employees complete a COVID-19 Shift Sign-in eForm to acknowledge that they are in good health with no symptoms and have taken the appropriate health and safety measures prior to starting their job duties at the beginning of each shift.
- Passive screening signage regarding symptoms, travel outside of Canada and close contact with a positive case is posted at the public entrance of all HPL branches.
- A 'Greeter' is stationed at public entrance of all HPL facilities and refers members to the screening signage posted and passively screens members in addition to visual observation for any potential symptoms displayed. Member contact information is kept secure on file for 30 days to assist with contact tracing if needed by Public Health.

### 3. How will you control the risk of transmission in your workplace?

#### **Actions:**

- All employees reporting to a physical work location (not working from home) are required to complete and pass the COVID-19 Self-Screening Assessment Tool. It is recommended to complete the assessment one hour before attending work
- Active screening of individuals working on-site and passive screening signage regarding symptoms, travel outside of Canada and close contact with a positive case is posted at the public entrance of all HPL branches.
- Contact information is recorded for contact tracing purposes for all persons (staff, members, visitors, contractors, etc.) that enter an HPL facility.
- Procedure in place should an employee begin to develop symptoms while at work.
- Procedure in place should an employee test positive for COVID-19.
- Entering the facility and exiting the facility procedures in place.
- Unless exempt from City of Hamilton By-Law 20-155, requiring a face mask to be worn in enclosed public spaces by all persons entering our facilities.
- For library members stating they are exempt from wearing a face mask or face covering as indicated the City of Hamilton By-Law 20-155, then a face shield is required to enter all HPL facilities with limited exceptions (i.e. children under 5; a person who is unable to

place or remove a face shield without assistant; and/or a person who is unable to wear a face shield if it interferes with a hearing aid device)

- Employees double mask (i.e. wear a medical mask underneath a reusable non-medical mask) or can use the 'knot and tuck' method if wearing a medical mask alone as described by the Centers for Disease Control and Prevention (CDC) in order to improve fit and filtration of their PPE **all situations** except:
  - When they are at their personal workstation in a space inaccessible to the public AND a) they aren't actively interacting with others (i.e. co-worker comes over to talk) and b) they are separated by an impermeable barrier such as high cubicle walls, plexiglass barrier, close door, etc.
  - When they are eating or drinking (i.e. masks worn while waiting at the microwave, if relaxing in the break room and are not alone, etc.).
  - If they are working alone for their whole shift and not handling materials released from quarantine.
- Employees wear eye protection in addition to a medical mask or double mask when within two metres of any person who cannot wear a mask or face covering when not separated by an impermeable barrier or plexiglass.
- Maximum in-person daily visit length of 1-hour is in place while using a computer. Holds pick-up should be no more than a brief interaction to collect items and exit the facility.
- Outdoor wi-fi use is available 24 hours per day, 7 days per week provided physical distancing is maintained.
- Limited online and partner led programs. No in-person programming events.
- Library materials returned through a contactless dropbox, and then are placed on a cart for a 24-hour quarantine before being checked-in and recirculated.
- Access to shelves for browsing, including holds shelves, is not permitted. Staff retrieve items for library members and give to them through contactless means.
- Self check-out terminals are contactless for pick-up of library materials. Staff may also check-out holds for Members through contactless means.
- In-depth assistance above a transient interaction is not permitted. If Member needs further assistance, they are referred to Freshdesk or BAA for telephone or virtual assistance when possible. Members can self-serve for scanning and printing services.
- Enhanced cleaning and disinfecting measures have been put into place such as disinfecting of high-touch areas (information desks, lunchrooms, bathrooms, elevator controls, railings, handles, switches, toilet seats and flushers, etc.) twice per day and once overnight; full overnight cleaning and disinfecting (including mopping, vacuuming, full toilet scrub, etc.); disinfecting of public computer stations between use; all staff disinfect shared items/workstations prior to using.

- Practicing respiratory etiquette - covering a cough or sneeze with tissues or by using the fold of your arm. Immediately disposing of tissues in an appropriate waste basket and then washing hands.
- Washing or sanitizing hands, at minimum once per hour, in addition to any time hands become contaminated (i.e. touching a shared item or high-touch surface that wasn't disinfected); if hands visibly soiled (cannot use hand sanitizer in this circumstance); before and after using the washroom, eating or smoking; before and after wearing PPE; and any other time as prescribed.
- Promoting, practicing and enforcing a physical distance of two metres (six feet) with co-workers and the public whenever possible through education, signage, workspace design and direct verbal communication.
- Ventilation systems have been evaluated in all branches to manage and direct airflow to help mitigate risk and have increased ventilation and fresh air return where possible. Filtration have been upgraded from a MERV 8 to a MERV 13 in all locations in alignment with ASHRAE Standards.
- To minimize the spread of any airborne droplets carrying the COVID-19 virus further than two metres, employees do not use fans to cool work spaces.
- All elevators have a posted set capacity limit of 1-2 persons dependent on size and if physical distance of 2 metres can be maintained.
- Each location has a maximum public capacity based on a formula of *Estimated square public footage/144 (12ft X 12ft per person)*. That number has been revised down to create an *Adjusted Capacity* based on areas that are blocked off to the public or other physical limitations. If capacity is reached, we will not allow in additional members until someone leaves.
- Meetings continue to be conducted virtually wherever possible. If meetings do take place in person, measures are put in place to enable staff to sit two metres apart. Larger meeting rooms are encouraged to be used that are well beyond the capacity of the number of people meeting.
- The Management Team meets weekly or more frequently as needed to review new initiatives, concerns, and/or other matters as related to COVID-19 or the impact of COVID-19 on operations.

#### 4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

##### **Actions:**

**In the event of an individual develops symptoms while at the workplace compatible with COVID-19, the following actions will take place:**

- ✓ Call 911 if the individual is experiencing severe difficulty breathing, severe chest pain, feeling confused or unsure of where they are, losing consciousness.
- ✓ Notify the supervisor or manager on duty immediately and advise the unwell individual is to leave the workplace immediately while minimizing any touchpoints and maintaining two metres from others.
- ✓ Advise the unwell individual to not take off their mask until they have arrived home or until they are alone in their vehicle.
- ✓ Advise the unwell individual to contact Public Health or their doctor, who will then gather information and provide guidance around testing requirements and screening for COVID-19.
- ✓ Contact the Facilities Management Supervisor and/or Facilities Manager to arrange cleaning and disinfecting of affected areas/branch in alignment with section 5.8 'Cleaning for a Confirmed / Suspected COVID-19 Case Identified in the Workplace' of the COVID-19 Environmental Cleaning for Workplaces Standard Operating Procedure.
- ✓ If the unwell individual is an employee, follow up with the Health & Safety Coordinator regarding Public Health or their doctor's recommendations as soon as possible.

**In the event of a confirmed COVID-19 positive case, the following actions will take place:**

- ✓ Confirmed COVID-19 Positive – Follow-up form completed by the employee's manager
- ✓ Manager and/or Health and Safety Coordinator notifies the Management Team and Facilities Management Supervisor.
- ✓ Facilities Management Supervisor or Facilities Manager to arrange cleaning and disinfecting of affected areas/branch in alignment with section 5.8 'Cleaning for a Confirmed / Suspected COVID-19 Case Identified in the Workplace' of the COVID-19 Environmental Cleaning for Workplaces Standard Operating Procedure.
- ✓ If applicable, stanchioned off and/or doors closed to the affected area(s) and post Closed for Cleaning signage
- ✓ DT to pull contact tracing records of members if positive individual was on-site at the branch **AND** in a public facing position or completed tasks in a public facing area for the following dates and provided to the Health & Safety Coordinator\*:
  - First on-set of symptoms date
  - Day before on-set of symptoms date
  - Two days before the on-set of symptoms date
- ✓ Manager to gather list of employees that worked near the COVID-19 positive individual for the following dates and provide to the Health & Safety Coordinator\*:
  - First on-set of symptoms date
  - Day before on-set of symptoms date
  - Two days before the on-set of symptoms date

- ✓ Health & Safety Coordinator to contact Public Health on any additional next steps
- ✓ Director, Public Service to notify the Management Team
- ✓ Director, Human Resources to notify the Union Executive
- ✓ Relevant Management, Facilities Management Supervisor and the COVID-19 positive employee's Manager will meet virtually to confirm action plan
- ✓ Manager to send the Branch/Department specific notification communication.
- ✓ Communications to prepare communication for notice to the public and staff, and provide to DT for posting to HPL.ca and HPLnet, if applicable. Communications to provide communication for Freshdesk, if applicable.

*\* If the employee provided a different HPL contact to Public Health, such as their Branch Manager, then the applicable HPL contact should be given the contact tracing data as that is who Public Health will follow-up with.*

**Please Note:** Public Health may not contact HPL directly if they deem the workplace as 'low risk' based on their discussion with COVID-19 positive individual regarding places they were at, PPE worn, physical distancing, other health & safety measures followed, etc.

## 5. How will you manage any new risks caused by changes to the way you operate your business?

### **Actions:**

- We will establish regular check-in with employees on operational changes to identify any potential hazards or challenges.
- All employees are encouraged to immediately report any identified hazards or potential hazards to their supervisor or manager, so that the risk can be controlled or eliminated.
- Regular meetings occur with through several committees such as the Joint Health and Safety Committee, Operations Committee, Management Committee, Change Advisory Board, and the Library Board which identify potential risk and implement strategies along with updating policies and procedures to eliminate or control those risks.

## 6. How will you make sure your plan is working?

### **Actions:**

- The Management Team meets weekly to review new initiatives, concerns, and/or other matters as related to COVID-19 or the impact of COVID-19 on operations to ensure our safety plan is safe and effective. This group consists of the Chief Librarian/CEO, Directors, all Managers and the Health and Safety Coordinator.

- All employees are encouraged to submit feedback to their supervisor or manager, and/or any member of the Management team regarding recommendations or suggested improvements to our current policies, procedures, and/or practices.
- All members of the management team, the Health and Safety Coordinator, and the Joint Health and Safety Committee will evaluate how current policies, procedures and/or practices are working and recommend changes to adapt the safety plan when required to the Emergency Response Team.
- Changes to the plan will be communicated through company-wide email blasts, Microsoft Teams, internal intranet – HPLnet, all active employee virtual meetings with the Senior Leadership Team, and/or branch/team meetings.