

# COVID-19 Safety Plan

## Company details

Business name: Hamilton Public Library	29, 2021; April 8, 2021; April 17, 2021; July 11, 2021; June 30, 2021; July 16, 2021; Sept 1, 2021
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Date distributed: Jan 7, 2022	Others consulted: Paul Takala, Dawna Wark, Lisa DuPelle, Lisa Weaver, Sherry Fahim, Tony Del Monaco, Assad Hoosein, Amir Feridooni, Matthew Abbott, Shelley McKay, Kelly Dolan
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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 a COVID-19 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 may double mask (i.e. wear a medical mask underneath a reusable non-medical mask) or at minimum wear a medical mask alone in **all situations** except:
  - While actively eating and drinking
  - While traveling alone in an HPL vehicle
  - While outside with appropriate physical distancing in place
- 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.
- Employees wash or sanitize hands as applicable, on a frequent basis, in addition to any time hands become contaminated (i.e. touching a shared item or high-touch surface that wasn't disinfected); before and after using the washroom, eating or smoking; before and after wearing PPE; and any other time as prescribed. If hands are visibly soiled, then they must be washed observing proper hand hygiene practices.
- 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 once per day, along with any other time as to maintain a sanitary condition.
- Cleaning and disinfecting of all branches overnight in addition to high-touched surface cleaning and disinfecting that occurs at least once 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, 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 covid-like symptoms (unless related to another known cause or health condition) 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 is posted at the public entrance of all HPL branches.

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

#### **Actions:**

- All employees reporting to a physical work location 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 employees working on-site and passive screening signage regarding symptoms, travel outside of Canada and close contact is posted at the public entrance of all HPL branches.
- 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 assistance; and/or a person who is unable to wear a face shield if it interferes with a hearing aid device).
- Employees continuously monitor PPE compliance of Members onsite.
- Employees may double mask (i.e. wear a medical mask underneath a reusable non-medical mask) or at minimum wear a medical mask alone in all situations except:
  - While actively eating and drinking
  - While traveling alone in an HPL vehicle
  - While outside with appropriate physical distancing in place

- 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 is in place when capacity is reached.
- Only water permitted and no food permitted in areas of the Library that the public has access to avoid doffing PPE. Members may only doff their mask/face covering for the brief period necessary to actively drink and then must immediately don their mask/face covering.
- 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.
- Virtual or telephone assistance can be provided through Freshdesk or BAA, when possible. Members can self-serve for scanning and printing services.
- Mailing of materials to vulnerable individuals.
- Providing members in need of supports with an alternate accommodation by providing a mobile-connected device for a one-month extended loan period, along with various other options.
- Makerspace services: photography: active screening for all attendees, by appointment only, room capacity signage posted; music studio (piano/guitar): capacity signage posted, no microphone lending.
- 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.) once per day and any other time as to maintain a sanitary condition. Full overnight cleaning and disinfection (including mopping, vacuuming, full toilet scrub, etc.); all staff disinfect shared items/workstations prior to using; disinfectant wipes are made available for members to use if using a shared equipment such as the computer; hand sanitizer made available for all persons on-site throughout the facility.
- 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 on a frequent basis, in addition to any time hands become contaminated (i.e. touching a shared item or high-touch surface that wasn't disinfected); before and after using the washroom, eating or smoking; before and after wearing PPE;

and any other time as prescribed. If hands are visibly soiled, then they must be washed observing proper hand hygiene practices.

- 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. The HVAC system is inspected regularly.
- 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 set capacity limit posted dependent on size and maintaining 2 metres of physical distance.
- Each location has a maximum public capacity in alignment with the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020*. 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 to ensure that physical distancing can be maintained between all persons.
- 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.
- Working remotely is supported, where possible and as appropriate.
- 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 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 self-isolate in alignment with current Public Health guidance.
- ✓ 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 Coordinators regarding as soon as possible to discuss next steps and a return to work date.

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

- ✓ Confirmed COVID-19 Positive – Follow-up form completed to gather additional information regarding symptom onset or date of positive result if asymptomatic, date last onsite and which locations, along with additional details to determine any applicable individuals affected as a potential close contact
- ✓ Manager and/or Health and Safety Coordinator notifies the Emergency Response Team.
- ✓ Ensure 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
- ✓ Manager to gather list of employees that worked near the confirmed or probable COVID-19 positive individual for the following dates and provide to the Health & Safety Coordinator\*:
  - First onset of symptoms date
  - Day before onset of symptoms date
  - Two days before the onset of symptoms date
- ✓ Health & Safety Coordinator to contact Public Health on any additional next steps as required
- ✓ Manager to send the notification communication to any affected branches and/or staff.

## 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.
- We will reach out to Public Health for recommendations, advice and guidance whenever necessary.

## 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.