

SAFETY PLAN COVID-19 PREVENTION

Revised October 14, 2020



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INTRODUCTION

Basis of the Plan

North Vancouver District Public Library's Safety Plan is primarily based on the District of North Vancouver's Safety Plan for COVID-19 Prevention, approved on May 25, 2020. Where applicable to the public library context, sections of this plan are listed as written in the source document. Modifications and additions have been made to apply more specifically to a library context. NVDPL is grateful to the District of North Vancouver for its leadership and support in developing a Safety Plan that aligns with required controls, strategies and interventions set forth by Provincial health authorities and regulatory bodies.

Reason for the Plan

The purpose of this plan is to protect employees from exposure to COVID-19 at work by assessing risk, implementing protocols, and through the development and implementation of safe work procedures.

Employers are required by section 21 (2) (c) of the Workers Compensation Act to establish occupational health and safety policies and programs in accordance with the Occupational Health and Safety Regulation and have been directed by WorkSafeBC to develop a plan to ensure that the risk of transmission of SARS-CoV-2 at workplaces is minimized.

The Provincial Health Officer pursuant to sections 30, 31, 32 and 39(3) of the Public Health Act SBC. 2008, orders the Employer to post copies of the Plan on the Library's website and at the workplace so that it is readily available for review by workers or other persons who may attend the workplace to provide services and members of the public.

Upon request, the Employer must provide a copy of the COVID-19 Safety Plan to a health officer or WSBC officer.

To view the Order of the Provincial Health Officer, click on the following link:

https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/class_order_employers_covid-19_safety_plans_covid-19_may_14_final.pdf

Scope

The Safety Plan applies to all employees, and any persons interacting with Library staff or attending Library facilities.

The Plan provides an overview of NVDPL's risk mitigation procedures and general safety precautions, protocols, and guidelines. For more information on specific safety procedures in your work area, please consult management, your supervisor or the Joint Health & Safety Committee.

Definitions

BCCDC: British Columbia Centre for Disease Control

COVID-19: Also known as SARS CoV-2, COVID-19 is a mild to severe respiratory illness that is caused by a coronavirus. It is primarily transmitted by contact with infectious material (such as respiratory droplets), and is characterized especially by fever, cough, and shortness of breath and may progress to pneumonia and respiratory failure. A person is at risk of infection when they inhale droplets or touch a contaminated surface, then touch their face which increases the risk of the virus entering their body through the mouth, eyes or broken skin. Other symptoms include reports of loss of sense of smell and taste. At highest risk for serious illness are seniors and people with underlying health issues (including heart disease, diabetes and lung disease), but young and healthy people are also at risk.

Influenza: A common respiratory disease caused by a highly contagious virus that changes slightly from year to year (also known as the flu). Flu-like illness also have the same type of symptoms as influenza that has a known or unknown origin.

MHO: Medical Health Officer

Pandemic: An epidemic over a wide geographical area or even throughout the world.

PHO: Provincial Health Officer

Physical Distancing: Maintaining 2 meters/6 feet between people.

SWP: A Safe Work Procedure that provides specific safety protocols to be used while performing a work task or working at a specific worksite.

WSBC: WorkSafeBC or the Workers Compensation Board of British Columbia.

WHO: World Health Organization

Roles and Responsibilities

Senior Leadership Team (Library Director & Managers):

- Provide resources and support plan development, compliance, implementation, maintenance, and review.
- Ensure risk assessments are performed.
- Develop safe work procedures and exposure control plans.
- Consult with Joint Health and Safety Committees with respect to risk assessments, safety programs and safe work procedures.
- Investigate exposure reports and support contact tracing in the event of outbreak.
- Maintain Training Records.

Managers and Supervisors

- Review positions, work processes and procedures to determine the optimal number of staff required to maintain service levels.
- Establish performance measures to ensure service levels and work performance is not unduly affected.
- Ensure staff are trained and aware of all safe work procedures, workplace rules and guidelines.
- Document departmental training and forward to HR for records maintenance.
- Enforce workplace rules and safe work procedures.
- Investigate reports of non-compliance.
- Keep daily attendance records to assist with contact tracing in the event of exposure.

Joint Health & Safety Committee

- Participate in performing risk assessments.
- Provide feedback on Safe Work Procedures and guidelines.
- Participate with investigations of non-compliance and exposure reports.
- Attend required training in relation to COVID-19 prevention and best work practices.
- Communicate with staff and monitor compliance in their respective departments.
- Report concerns, complaints and non-compliance to managers and Human Resources.
- Assist with resolving complaints and addressing staff concerns.

Employees

- Attend required training.
- Adhere to and comply with NVDPL policies, guidelines, Safe Work Procedures and relevant legislation/regulations.
- Report unsafe conditions and unsafe acts.
- Stay away from the workplace if they are sick or exhibiting signs or symptoms of COVID-19 such as fever, cough, shortness of breath, headache, loss of sense of smell, etc.
- Stay away from the workplace if they have been exposed to any person with a confirmed case of COVID-19.
- Immediately notify their supervisor or manager as soon as possible after they begin to exhibit signs or symptoms of COVID-19.

- Immediately notify their supervisor or manager as soon as possible if they believe they have been exposed to a person with a confirmed or suspected case of COVID-19.
- Follow the direction of a health professional or regulatory body such as a public health agency, WSBC, or medical practitioner with respect to treatment, monitoring, or isolation to prevent the spread of COVID-19.
- Must not return to work until directed to do so by their manager or Human Resources.

Persons diagnosed with, exhibiting signs, symptoms, or exposed to a person with COVID-19

- No person shall report to work or remain in the workplace if they exhibit symptoms of COVID-19 (symptoms include but are not limited to: cough, shortness of breath, headache, fever, and loss of sense of smell or other flu-like symptoms. For the most up-to-date information, please visit the [BC Centre for Disease Control's website](#).).
- No person shall report to work, or remain in the workplace, if they have been diagnosed with or exposed to a person who has been diagnosed with COVID-19 unless directed to do so by a medical practitioner and Human Resources.
- Employees must immediately report signs, symptoms, or a COVID-19 diagnosis to their supervisor or manager.
- No person shall return to work without first receiving approval from their manager or Human Resources.

At Risk / Vulnerable Employees

The Employer shall endeavor to accommodate employees who are over age 65, or suffer from underlying health conditions which expose them to greater risk of complications arising from COVID-19.

- Employees over age 65, or who suffer from a health condition are encouraged to voluntarily inform the Employer of their individual circumstance and cooperate with the Employer to determine the level of risk and appropriate accommodation.

Program Details

Risk Assessment – Person-to-Person Transmission

The Employer will assess transmission risk by involving employees, managers, and Joint Occupational Health & Safety Committee members to review job tasks, work processes, worksites, and facilities to determine appropriate controls in order to maintain physical distancing, reduce shared resources, and implement appropriate controls where physical distancing is impossible.

Position Risk Chart Assessment

Using the guideline below as a reference, the risk levels have been determined for District of North Vancouver employees, depending on their potential exposure in the workplace. This information was taken from the Position Risk Chart in the District of North Vancouver’s Safety Plan; information for Library Staff was added.

POSITION	LEVEL OF RISK	CONTROL PROCEDURES
Library staff with no interaction with members of the public	Low	Regular and effective hand hygiene, physical distancing, enhanced cleaning and sanitizing, minimize use of shared items, using PPE if physical distancing measures are not able to be followed.
Library staff with regular interaction with members of the public or contractors	Low to Moderate	Regular and effective hand hygiene, physical distancing, enhanced cleaning and sanitizing, minimize use of shared items, using PPE if physical distancing measures are not able to be followed.
Front Counter Staff Positions - Municipal Hall	Low to Moderate	Regular and effective hand hygiene.
Parks & Recreation Facilities Front Counter Clerks, Program Leaders, Instructors, Childcare staff	Low to Moderate	Regular and effective hand hygiene.
Firefighter/First Responders	High	As outlined in Operational Guidelines.
Bylaw Enforcement	Moderate	Regular and effective hand hygiene, N95 or Respirator with P100 cartridges when entering homes.
Building Inspectors	Moderate	Regular and effective hand hygiene, N95 or Respirator with P100 cartridges when entering homes.
Public Works / Utilities Employees	Low to Moderate	Regular and effective hand hygiene, Plexiglass barriers in vehicles, N95 or Respirators with P100 cartridges when working in close proximity to others.
First Aid Attendants	Moderate	Regular and effective hand hygiene, N95 or medical grade masks, Disposable gloves

Reference: Risk Assessment Guidelines for COVID-19

The following risk assessment table is adapted from WorkSafeBC Occupational Health and Safety Regulation Guideline G6.34-6.

Risk Mitigation	LOW RISK: Employees who typically have no contact with people infected.	MODERATE RISK: Employees who may be exposed to infected people from time to time in relatively large, well-ventilated workspaces	HIGH RISK: Employees who may have contact with infected patients or with infected people in small, poorly ventilated workspaces (e.g. First Responders)
Hand Hygiene	Required (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Required (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)	Required (washing with soap and water, using an alcohol-based hand rub, or using hand wipes that contain effective disinfectant)
PPE: Disposable gloves	Not required	Not required, unless handling contaminated objects on a regular basis	Yes, in some cases, such as when working directly with infected patients.
PPE: Aprons, gowns, or similar body protection	Not required	Not required	Yes, in some cases, such as when working directly with infected patients.
PPE: Eye protection – goggles or face shield	Not required	Not required	Yes, in some cases, such as when working directly with infected patients.
PPE: Airway protection – respirators	Not required	Not required	Yes (minimum N95 respirator or equivalent).

Notes:

There is currently no evidence that communicable diseases, including COVID-19 can be passed on through touching or handling cash. Use of cash is important for some people who have no other way of paying library fines. See <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/employers-businesses/food-businesses>. Employees handling cash should practice good hand hygiene and avoid touching their face, as with any other objects throughout the pandemic.

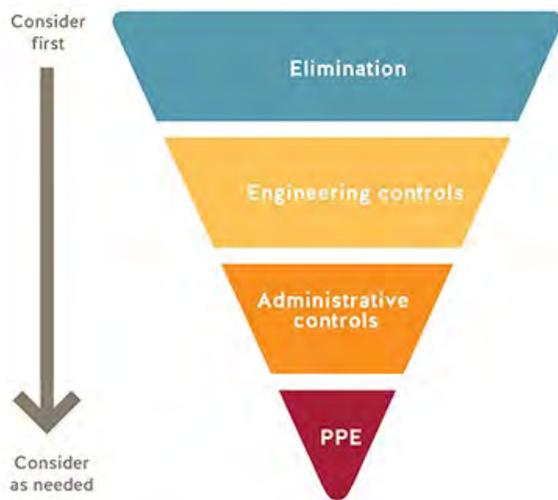
Employees who choose to use gloves, must ensure thorough hand washing before and after each change of gloves. Gloves must be changed regularly. For example, gloves must be changed after visiting the washroom, eating or switching between tasks that are performed in different areas of the library (for example, gloves should be changed between completing tasks in the circulation workroom and the collection services department).

Mental Health

Individuals exposed to the risks associated with COVID-19 may experience undue stress, anxiety or other mental health issues. NVDPL's Employee Family Assistance Program is available to eligible employees and their family members who experience mental health issues. Employees are encouraged to speak to a manager or Human Resources representative if they require assistance and to address workplace issues related to COVID-19 related stressors.

WorkSafeBC Protocols for Returning to Safe Operation

The following information is taken from [WorkSafeBC's Protocols for Returning to Safe Operation for Arts and Culture facilities](#).



Note that different protocols offer different protection. Wherever possible, use the protocols that offer the highest level of protection and add additional protocols as required.

Hierarchy of Controls

The Employer will use the following hierarchy of controls to reduce the risk of person-to-person transmission, and in the following order:

1. **Elimination or Physical Distancing:** Where possible, develop policies and procedures to reduce the number of persons in the workplace. Considerations include:
 - a. rearrangement of workspaces to ensure physical distancing of two metres between employees, customers and others,
 - b. elimination of tasks and activities that require employees to come within two metres of another person
 - c. working remotely or from home

2. **Engineering Controls:** Where physical distancing is not possible, engineering controls such as plexiglass barriers and shields will be installed where practicable.
3. **Administrative Controls:** Written policies, rules, and guidelines will be established to control person-to-person exposure. These include posted occupancy limits for staff and public areas. Written guidelines will be established to limit group gatherings and physically separating people to provide for safe movement of people in the workplace.
4. **Personal Protective Equipment (PPE):** Where elimination of tasks, engineering, and administrative controls are insufficient to control risk, personal protective equipment (PPE) such as face shields and gloves will be used.

Health & Safety Concerns / Complaint Resolution

Any employee who in good faith believes that they are being placed at undue risk or that current controls are inadequate must follow “Right to Refuse Unsafe Work” procedures as outlined in the B.C.’s OHS Regulation Part 3: Rights and Responsibilities – [Refusal of Unsafe Work](#).

Physical Distancing (Two-Metre Distance between Persons)

Wherever possible, a minimum of two metres shall remain between each person, workstation, and work activity, including moving about the workplace(s) on foot or vehicle. Controls accompanied by training and written work procedures have been established to facilitate safe distancing. These include:

- Employee education and training
- Procedures and guidelines for contractors and vendors entering and working in facilities
- Signage and communication aimed at Employees and the public
- Limiting access to Library facilities and establishing occupancy limits
- Physical barriers to prohibit and or limit access
- Enhanced cleaning and hygiene protocols
- Staggering shift times to limit the number of employees in the workplace
- Facilitating remote work where practicable to limit the number of employees in the workplace

Where safe distancing is not possible, controls must be established to minimize exposure risk, including:

- Physical barriers to prevent transmission where physical distancing is not possible
- Plexiglass protection for employees interacting with the general public
- Written procedures to ensure precautions are taken to avoid coming within two metres of another person
- Personal Protective Equipment for tasks where physical distancing is impossible

Facility Occupancy Limits

- Occupancy limits stating the maximum number of people shall be posted in all Library facilities.
- Occupancy limits shall be posted outside all meeting rooms, lunch rooms, and rest rooms.

- The Library will follow the District of North Vancouver’s adopted occupancy limit of one person per 5 m².

Work Stations and Work Assignments

The Employer shall ensure a personal distancing space of at least two metres between employee workstations wherever possible.

Where physical distancing is impracticable, the Employer shall determine which positions may work from home, and determine a regular rotation between staff so that a minimum of two metres exists between each work space.

Managers and supervisors must ensure staff follow safe working procedures (SWPs) specifically:

- Clean their workstations at the beginning and end of each workday.
- Take all reasonable steps to avoid coming within two metres of another person.
- Avoid blocking access to workspaces.
- Utilize technology such as MS Teams, telephone or other technology to avoid in-person meetings wherever practicable.

Contact Tracing

In the event a worker or other person who has been in contact with an employee is diagnosed with COVID-19, the Employer shall:

- Review attendance and meeting records to determine which employees or other persons may have been in close contact with the infected person.
- Immediately report to and cooperate with the appropriate authority to assist with contact tracing.
- Notify all employees who may have been exposed, and remove from the workplace all people who were in close contact with the infected person.

NOTE: Staff should be aware that documentation is useful for contact tracing purposes when anyone comes within two metres/six feet sustained for more than one minute without a non-medical mask or face covering (assuming no physical barrier like plexiglass).

Review of Safety Plan

- The Safety Plan shall be reviewed at least annually and amended accordingly, taking into account the latest available medical guidance, regulations, physical workplace layout, and operational services.
- The Joint Occupational Health and Safety Committee will endeavour to review the Safety Plan once per quarter.

General Hygiene Procedures

Health Verification/Screening

Workers who develop flu-like symptoms including fever, cough, sneezing, or sore throat must immediately report it to their supervisor and go home or remain at home. They should then:

- Complete the self-assessment via bc.thrive.health/covid19
- Call 8-1-1 for further review and/or call their doctor for direction
- Follow the guidance outlined in NVDPL's Illness Protocols for Staff.

Workers may need to isolate for 10 to 14 days at home depending on the outcomes and advice of the above. <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation>.

Anyone who may have been working in close proximity to a worker with flu-like symptoms, may be required to self-isolate and/or self-monitor for symptoms.

Workplace Hygiene and Sanitary Procedures

All persons entering the workplace must:

- Clean hands with soap and water or hand sanitizer upon arrival and prior to departure **(see Appendix A for proper handwashing procedures)**.
- Clean hands with soap and water prior to and after eating or coming into physical contact with another person (i.e. shaking hands or touching clothing). **(see Appendix A for proper handwashing procedures)**.
- Immediately leave the workplace if exhibiting signs or symptoms of COVID-19 such as cough, shortness of breath, headache or fever.
- Library facilities and resources occupied by more than one individual such as offices, restrooms, and shared work spaces shall have high contact points cleaned / disinfected at least once per day. **(See Appendix B1 for NVDPL Cleaning Schedule)**.

Cough and Sneeze Etiquette

Workers are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes. Cough/sneeze etiquette includes the following components:

- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.
- Use tissues to contain secretions, and dispose of them promptly in a waste container.
- Turn your head away from others when coughing or sneezing.
- Wash hands regularly

General Conduct & Movement of Persons in Library facilities

Where possible, everyone shall ensure a minimum of two metre distance away from other people.

When working or attending library facilities employees and other people must:

- Prior to moving through a space, first check to ensure a clear transit route, or wait until the route is clear.
- Proceed single file to ensure physical distancing.
- Avoid congregating in hallways or open areas in such a manner that impedes the traffic of others, or in anyway eliminates their ability to maintain physical distancing requirements.
- Limit unnecessary movement though the facility to reduce the likelihood of exposure.
- Follow all building specific protocols with respect to signage, occupancy limits and other workplace safety rules.
- Refrain from entering the work site more than 20 minutes prior to the start of your work day.
- Leave the workplace as soon as possible at the end of their work day.
- **Refrain from entering a Library if they are suffering from COVID-19 or flu-like symptoms.**

Shared workstations and work surfaces

- Employees will wipe down touch points prior to using any shared workspace. This includes keyboard, mouse, telephone, 2-way radio, wireless headset and work surfaces.
- Counters and general work surfaces, including copy machines, shall be cleaned at least one per day. **(See Appendix B1 for NVDPL Cleaning Schedule).**

Personal Protective Equipment (PPE)

Where physical distancing is not possible, and administrative or engineering controls are not possible, or do not adequately minimize exposure risk, staff must wear PPE appropriate to the work performed. PPE includes:

- Non-medical grade masks, including fabric or homemade masks, may be used to avoid exposure or transmission as an additional precaution **but cannot be used in place of administrative and engineering controls.**
- Nitrile or latex gloves.

Employees must be trained to safely apply and remove masks and gloves. **(See Appendix C for WorkSafeBC's guidance on mask-use).**

Safe Work Procedures (for posting)

Key COVID-19 Spread Prevention Steps	
Subject:	Prevention Steps for Library Staff
Description:	<p>These prevention steps have been developed to ensure the safe performance for Library staff when there is an infective outbreaks such as COVID-19 or other similar viruses.</p> <p>These steps will serve to eliminate, reduce, and/or control the hazards likely to be encountered by workers performing the task.</p>
Equipment and Materials Supplied for use when needed, as per the Risk Assessment for COVID-19:	<p><i>Personal Protective Equipment:</i></p> <ul style="list-style-type: none"> • Disposable gloves • Plexiglass Face Shields • Non-medical face masks • Mobile plexiglass barriers <p><i>Supplies:</i></p> <ul style="list-style-type: none"> • Signage • Disinfectant wipes or similar supply
Prevention Steps/Procedure:	<ol style="list-style-type: none"> 1. Social/Physical distancing is the essential strategy for the control of any infectious diseases, especially if they are respiratory infections. That means staying home when you are sick and also keeping a safe distance, at least two meters or six feet away from someone else. This is one of the most effective methods we have for halting the spread. 2. Greeting each other in a positive manner with a wave instead of a handshake (ensuring that you are two meters away). 3. Wash your hands often with soap and water for at least 20 seconds. Alcohol-based sanitizer is also effective. 4. Avoid touching your eyes, nose, and mouth with unwashed hands or gloved hands. 5. Cover your cough or sneeze with a disposable tissue, then throw the tissue in the trash or use the crease of your elbow when you sneeze. 6. Avoid close contact with people who are sick. 7. Clean and disinfect frequently touched objects and surfaces i.e. door handles, light switches, tables, keyboards, phones handles, 2-way radios, wireless headsets, etc.

	<ol style="list-style-type: none"> 8. Inform your supervisor if you have had a positive COVID-19 test results so that we can support contact tracing and inform others to self-isolate. 9. Self-screen before you come to work. 10. Stay home and self-isolate when you are sick or have flu like symptoms, or have been in close contact with a person confirmed to have COVID-19. 11. Use tools such as conference calls and virtual meetings to minimize the need for in-person meetings. In-person meetings must be avoided if physical distancing requirements cannot be met. 12. Use 2-way radios to seek support and assistance from colleagues and communicate responses to the patron to minimize the number of staff who need to communicate directly with a patron. 13. Limit the exchange of shared items as much as possible. 14. Embrace change. Things are changing rapidly, you should expect regular communications from your supervisor and you will need to be prepared that you may be expected to change your routines. 15. Do not enter patrons' homes. Drop off bagged items on door steps or in front of doors.
<p>Preventative Measures in Place</p>	<ol style="list-style-type: none"> 1. In addition to posted signage, staff will inform patrons of processes and protocols, especially around occupancy, entrance and exit, and to determine feasibility of safe delivery to external locations. Occupancy limits will remain in place until physical distancing requirements are lifted by Provincial health authorities. 2. Home Library Services staff will check in with care homes about whether or not delivery is feasible. 3. Hand sanitizer and access to washroom facilities is available to members of the public for handwashing. 4. Physical distancing markers and directional control markers are installed where needed to promote physical distancing in public spaces and spaces leading up to the Library entrance (where there may be line-ups). 5. Physical barriers, i.e. plexiglass face shields, will be used during all public service interactions.

	<p>6. Virtual services, programs and collections are promoted as a means of supporting community needs during the closure of public spaces.</p> <p>7. Hours of service are designed to be responsive to community needs, including any need for dedicated hours for vulnerable populations. WorkSafeBC recommends expanded service hours to reduce contact density.</p>
Effective Date:	October 14, 2020

Signage and Notices

Signs and notices will be posted that:

- State that persons displaying signs of fever, cough, headache, or other flu-like symptoms must not enter a library facility and must leave immediately.
- State the maximum number of persons permitted in public spaces, meeting rooms and multi-stall washrooms.
- State that physical distancing and hand hygiene protocols are in effect.
- Encourage minimal touching of items.
- The COVID-19 Safety Plan shall be posted at all Library facilities.

Training and Orientation

- All staff shall be trained to recognize the signs, symptoms, and workplace hazards with respect to COVID-19.
- All staff shall be informed on how to prevent exposure to COVID-19.
- All staff shall be trained in NVDPL hygiene protocols, and applicable safe work procedures.
- Staff shall be trained in the use of required PPE.
- Any person conducting business with or for the Library must receive orientation with respect to safe work procedures prior to entering any Library facility.

Documentation and Record Keeping

The Employer shall keep records to document:

- COVID-19 education and training.
- Daily attendance and work locations of each employee. NOTE: Staff must to stay home if sick, or if in close contact with someone confirmed to have COVID-19, and will keep the Employer apprised of their status as it pertains to the aforementioned.
- Risk Assessments.
- Records of employees identified as at risk to complications as a result of COVID-19 exposure.

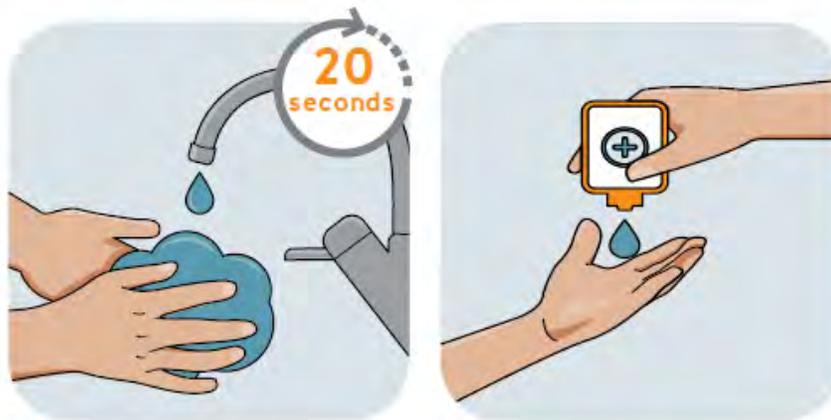
List of Appendices

The COVID-19 Safety Plan is an overall guide intended for use with NVDPL related safe work procedures. Safety procedures outlined in this document must be used in conjunction with specific job, task and site specific safe work procedures.

This plan is based on the latest medical and prevention information available and subject to changes based on WorkSafeBC regulations and recommendations by Provincial and Federal Health Officials.

- **Appendix A:** WorkSafeBC: Handwashing Hygiene
- **Appendix B1:** Cleaning Schedule for NVDPL
- **Appendix B2:** Protocols for Cleaning Plexiglass
- **Appendix B3:** WorkSafeBC: Cleaning and Disinfecting
- **Appendix C1:** WorkSafeBC: Selecting and Using Masks
- **Appendix C2:** WorkSafeBC: How to Use a Mask
- **Appendix D1:** Floor plans for Phase 3

Help prevent the spread of COVID-19



Wash your hands often with soap and water for 20 seconds. If soap and water aren't available, use an alcohol-based hand sanitizer.

Wash your hands:

- When you arrive at work
- Before and after going on a break
- After using the washroom
- After handling cash or other materials that have come into contact with the public
- Before and after handling shared tools and equipment
- Before and after using masks or other personal protective equipment

APPENDIX B1: Cleaning Schedule for NVDPL

NVDPL COVID-19 PHASE 3 OPENING - CLEANING SCHEDULE/PROTOCOLS			
Area	Staff Responsible	Approx. Frequency	Key Details
Staff & Public Washrooms	<ul style="list-style-type: none"> Deepak Cleaning Service Maintenance Team Maintenance Team 	<ul style="list-style-type: none"> Daily (LV) Weekly (PG & CAP) Daily (PG & CAP) Once Daily (All) 	<ul style="list-style-type: none"> Deep Clean & Refresh Supplies Deep Clean & Refresh Supplies Deep Clean & Refresh Supplies Clean High Touch Points Monitor & Insure Tidiness/Cleanliness/Supplies Use Disinfectant
Staff & Public - High Touch Surfaces	<ul style="list-style-type: none"> Deepak Cleaning Service Maintenance Team 	<ul style="list-style-type: none"> Once Daily (LV) Once Daily (LV) 2x Daily (PG&CAP) 	<ul style="list-style-type: none"> Handrails Elevator Buttons Water Fountain Buttons Door Handles Stairway Handrails Use Disinfectant
Public Furniture & Equipment	<ul style="list-style-type: none"> Deepak Cleaning Service Host 	<ul style="list-style-type: none"> Once Weekly Twice Daily 	<ul style="list-style-type: none"> Table Surfaces Countertops Photocopier (MFD) Buttons Use Disinfectant
Staff & Public – Hand Sanitizing Stations & Disinfecting Supplies	<ul style="list-style-type: none"> Department Staff 	<ul style="list-style-type: none"> Request Refills and Clean/Tidy Area as Needed 	<ul style="list-style-type: none"> Monitor & Insure Tidiness/Cleanliness Request Additional Supplies from Maintenance or Admin as Needed
Public - Plexiglass Barriers	<ul style="list-style-type: none"> Department Staff 	<ul style="list-style-type: none"> Closing Routine Monitor regularly and clean/arrange for cleaning as required 	<ul style="list-style-type: none"> Special Plexi-glass Cleaner & Microfibre Cloth ONLY Do Not Use a Dry Cloth (Alternative: Mix Dish Soap-1 tsp & Water-1 Quart)
Public Computers; Catalogue Stations; Keyboards & Mice etc.	<ul style="list-style-type: none"> Patrons Host 	<ul style="list-style-type: none"> On request Twice per Day at Minimum 	<ul style="list-style-type: none"> Patrons have access to hand sanitizers, and to cleaning supplies upon request. Use Disinfectant/Sanitizer

			<ul style="list-style-type: none"> Note: Public computers used in-house will not be cleaned by staff in between each use.
Public - Self-Checkout Machines	<ul style="list-style-type: none"> Circulation Staff Host 	<ul style="list-style-type: none"> Twice per Day at Minimum 	<ul style="list-style-type: none"> Clean High Touch Surfaces: Sensor Pads; Touch Screens; Moneris Key Pads Use Disinfectant/Sanitizer
Cash Register	<ul style="list-style-type: none"> Circulation Staff 	<ul style="list-style-type: none"> Twice per Day at Minimum 	<ul style="list-style-type: none"> Personal Handwashing and Sanitizing is a priority Cash Register - Moneris Key Pads (Encourage "Tap" Cards) Use Disinfectant/Sanitizer
Staff Shared Equipment: Pens; Staplers; Telephones etc.	<ul style="list-style-type: none"> All Staff 	<ul style="list-style-type: none"> Before & After Use 	<ul style="list-style-type: none"> Personal Handwashing and Sanitizing is a priority Limit sharing of small equipment such as pens, staplers etc. Limit use of shared cutlery, plates, mugs, etc. in congregate areas Use Disinfectant/Sanitizer

Required training, including WHMIS sheets and other safety documentation where applicable and required PPE will be provided to all staff.

APPENDIX B2: Cleaning Protocol for Plexiglass

When cleaning any plexiglass, please follow the steps below and use **ONLY** the recommended products, which will be made available in each Circ Area and at every Info Desk.

STEP #1 Inspect the plexiglass. Is it dirty? Does it need to be cleaned? Rather than automatically cleaning the plexiglass after every shift, unless there is a specific incident, please inspect the plexiglass at the end of the day and clean as part of the library closing duties. If the plexiglass does need to be cleaned.

STEP #2 Identify if there are any **large particles** on the plexi. These need to be removed as gently as possible, without touching the plexi itself. *Wiping* particles off may scratch the surface. Depending on the situation, try gently touching the **particle** itself with a tissue in order to lift it off the plexi surface, or try using a small blower or canned air.

STEP #3 Spray the plexiglass with a solution of **Dish Soap (1 tsp) & Water (1 Quart)** **OR Spray** the plexiglass with **Plexi-Clean**.



STEP #4 Dry the plexiglass with a clean **Microfibre Cloth** using **light pressure** and a **blotting** technique. **Clean in small sections** at a time. Use the cloth on **wet areas only**.



Step #5 Report any damaged plexiglass to the Maintenance Team! There are some additional techniques that may be able to restore damaged plexiglass.

COVID-19 health and safety

Cleaning and disinfecting

The virus that causes COVID-19 is easily destroyed by mild soap and water. This works well for handwashing, but cleaning surfaces effectively can be a challenge. That's why it's important to clean and disinfect surfaces, especially high-contact surfaces, which are surfaces that are contacted frequently and/or by many people.

How COVID-19 spreads

COVID-19 is an infectious disease that mainly spreads among humans through direct contact with an infected person and their respiratory droplets. Respiratory droplets are generated by breathing, speaking, coughing, and sneezing. Your exposure risk is greatest when you have prolonged close contact with an infected person.

The virus can also spread if you touch a contaminated surface and then touch your eyes, mouth, or nose. A surface can become contaminated if droplets land on it or if someone touches it with contaminated hands.

Cleaning and disinfecting

Effective cleaning and disinfection involves a two-stage process.

Cleaning

To disinfect a surface effectively, you must clean it first to remove surface dirt and debris. Any residue left on work surfaces and equipment may deactivate the disinfectant. Use soap or detergent as a cleaning agent.

Disinfection

After cleaning, apply a disinfectant to the surface. You need to leave the disinfectant on for a specified contact time to neutralize any remaining organisms. Look for recommended contact times on product instructions.

What surfaces you should clean and disinfect

Start by cleaning and disinfecting all the common surfaces that workers and customers touch. Examples include doorknobs, light switches, handles, countertops, desks, tables, phones, keyboards, touch screens, toilets, faucets, gas pump handles, and ATM machines.

Conduct a survey of your workplace to determine if there are other surfaces that workers, customers, or children touch regularly. A workplace where the public can come and go will need a more thorough assessment and plan than a small shop where there are normally just a few workers.

Clean and disinfect common high-contact surfaces inside and outside to limit the chance of the virus spreading through touching contaminated surfaces.

What you can use to clean and disinfect

For cleaning, you can use regular soap and water or another cleaning solution. Depending on how many people are in the space and how it's used, you may need to clean some spaces more frequently.

There are a number of products you can use for disinfection. Health Canada has a [list of disinfectants for use against COVID-19](#). They all have an assigned drug identification number. These are consumer products that don't require a safety data sheet, like some controlled products you may be familiar with. However, it's still important to follow whatever safety information is available for the product. Use these products with caution, as directed on the label, to avoid introducing other hazards into your workplace.

One of the most common disinfectant solutions is water and bleach. You can make a 500 ppm bleach solution by adding 42 mL (3 tablespoons) of bleach to 4 L (1 gallon) of water. For other quantities, use this [bleach calculator](#). Never mix bleach with other disinfecting products. This can result in dangerous fumes. For more information, visit the BC Centre for Disease Control's [Cleaning and Disinfecting](#) webpage.

Some sanitizing solutions contain up to 70 percent alcohol and will release flammable vapours. Use these with caution, and don't use them if there are ignition sources nearby.

Make a plan for cleaning and disinfecting your workplace

Ask the following questions when making your plan:

- What surfaces and objects are workers likely to touch? Do they share any tools or equipment?
- What cleaning materials and supplies will you need? Buy a reasonable supply.
- How often will you need to clean? Clean at least once a day for most surfaces and at least twice a day for high-contact surfaces. Consider how many workers are in the space; whether customers, children, or other members of the public are in the space; how long they're in the space; and how they use the space.
- When is the best time to clean? Consider cleaning before or after shifts, or before opening or after closing. Allow enough time for a thorough cleaning. Time the cleaning so it limits worker and customer exposure to cleaning and disinfecting odours.
- Who will do the cleaning? You may need to limit the number of cleaners and ensure they have time to clean effectively. Make sure workers who are cleaning have been trained to use the cleaning products safely.
- What personal protective equipment (PPE) will the cleaners need to protect against the cleaning chemicals?

There may be some machinery or equipment in your workplace that isn't used often. To reduce the amount of cleaning you have to do, consider cleaning these items and then boxing them or covering them with plastic drop sheets or tarps until you need them.

Handwashing

Regular handwashing is an important part of maintaining clean surfaces. Establish handwashing procedures and communicate them to workers. Establish policies to ensure that workers are washing their hands regularly: at a minimum, when they arrive, immediately before any breaks, and just before leaving. This may be the most important infection control for your workplace.

Ensure workers have access to handwashing facilities. If none are available, set up handwashing stations or provide alcohol-based hand sanitizer.

Let's all do our part

When workplaces in British Columbia are healthy and safe, they contribute to a safe and healthy province. As COVID-19 restrictions are lifted and more businesses resume operations, let's all do our part. For more information and resources on workplace health and safety, visit [worksafebc.com](https://www.worksafebc.com).

COVID-19 health and safety

Selecting and using masks

B.C.'s provincial health officer has not recommended the widespread use of face masks. Employers considering the use of masks at their workplaces should ensure that other measures are in place, including physical distancing, handwashing, and staying at home when sick. Employers must understand the limitations of masks as a protective measure, and must also ensure that masks are selected and used appropriately.

How COVID-19 spreads

COVID-19 is an infectious disease that mainly spreads among humans through direct contact with an infected person and their respiratory droplets. Respiratory droplets are generated by breathing, speaking, coughing, and sneezing. Your exposure risk is greatest when you have prolonged close contact with an infected person.

The virus can also spread if you touch a contaminated surface and then touch your eyes, mouth, or nose. A surface can become contaminated if droplets land on it or if someone touches it with contaminated hands.

Should your workers use masks in the workplace?

The most effective ways to prevent the spread of infection include handwashing, cleaning and disinfecting work areas, physical distancing, and having sick workers stay at home. Employers may consider the use of masks as an additional control measure in combination with these measures. Some industry associations may recommend the use of masks as a worker protection or public health measure.

If your workers are wearing masks, ensure they are aware of the following:

- Cloth and surgical masks may not protect you from the virus because they do not form a tight seal with the face. However, they can reduce the spread of your respiratory droplets to others.
- Keep your mask clean and dry. If it gets wet, it's less effective at preventing the spread of droplets.
- Change masks as necessary. You may need several masks available as they build up moisture during the day and become less effective. If your mask becomes wet, soiled, or damaged, replace it immediately.
- Make sure you know how to wear and clean your mask. Wash cloth masks every day using the warmest water setting. Store in a clean, dry place to prevent contamination.
- Practise good hygiene even if you're wearing a mask. This includes covering sneezes and coughs and washing hands. Don't touch your eyes, nose, mouth, or mask (if you're wearing one).

The difference between cloth masks, surgical masks, and respirators

Type	Use
Cloth masks 	<ul style="list-style-type: none"> • May offer some level of protection to others by preventing the wide spread of droplets from the wearer. However, they are not a proven method of protection for the wearer as they may not prevent the inhalation of droplets. • May be considered by employers for use by workers and/or customers as a protective measure in combination with other controls, including physical distancing and appropriate hygiene practices. Masks should never be relied upon as a sole protective measure. • Cloth masks, including homemade masks, may be worn by workers as a matter of personal choice. • Cloth masks must be washed before they are reused. Replace masks that are wet, soiled, or damaged.
Surgical masks 	<ul style="list-style-type: none"> • Surgical masks, also referred to as medical masks, are specifically designed for health care environments. • Like cloth masks, these offer limited protection to the wearer from the inhalation of droplets, but may offer some protection to others by preventing the wide spread of droplets from the wearer. • Should be preserved for use by health care workers, whenever possible. • Employers outside of health care may consider these as part of their workplace controls to protect against the spread of COVID-19 in combination with other controls, recognizing there may be a lack of availability of surgical masks. • May be worn as a matter of personal choice by workers. • These are single-use items that should not be cleaned and reused.
Disposable respirators, such as N95 or P100 types 	<ul style="list-style-type: none"> • Primarily used in health care settings to prevent the spread of the virus that causes COVID-19. Other sectors may use these to protect against a variety of hazards, including silica dust. • These must be used in accordance with the manufacturer's instructions, and the use of these masks is regulated under the Occupational Health and Safety Regulation. • Due to lack of availability, employers outside of health care should not consider these as part of their workplace controls to protect against the spread of COVID-19. • Some dust masks may be similar in appearance to N95 disposable respirators; however, they are not manufactured to the same standards and would be similar to cloth masks in terms of protection.

Let's all do our part

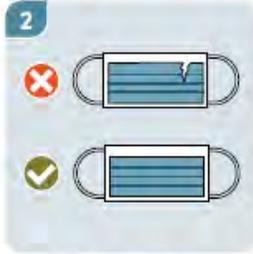
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APPENDIX C2: WorkSafeBC: How to Use a Mask

Help prevent the spread of COVID-19: How to use a mask



1
Wash your hands with soap and water for at least 20 seconds before touching the mask. If you don't have soap and water, use an alcohol-based hand sanitizer.



2
Inspect the mask to ensure it's not damaged.



3
Turn the mask so the coloured side is facing outward.



4
Put the mask over your face and if there is a metallic strip, press it to fit the bridge of your nose



5
Put the loops around each of your ears, or tie the top and bottom straps.



6
Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.



7
Press the metallic strip again so it moulds to the shape of your nose, and wash your hands again.



8
Don't touch the mask while you're wearing it. If you do, wash your hands.



9
Don't wear the mask if it gets wet or dirty. Don't reuse the mask. Follow correct procedure for removing the mask.

Removing the mask



1
Wash your hands with soap and water or use an alcohol-based hand sanitizer.



2
Lean forward to remove your mask. Touch only the ear loops or ties, not the front of the mask.



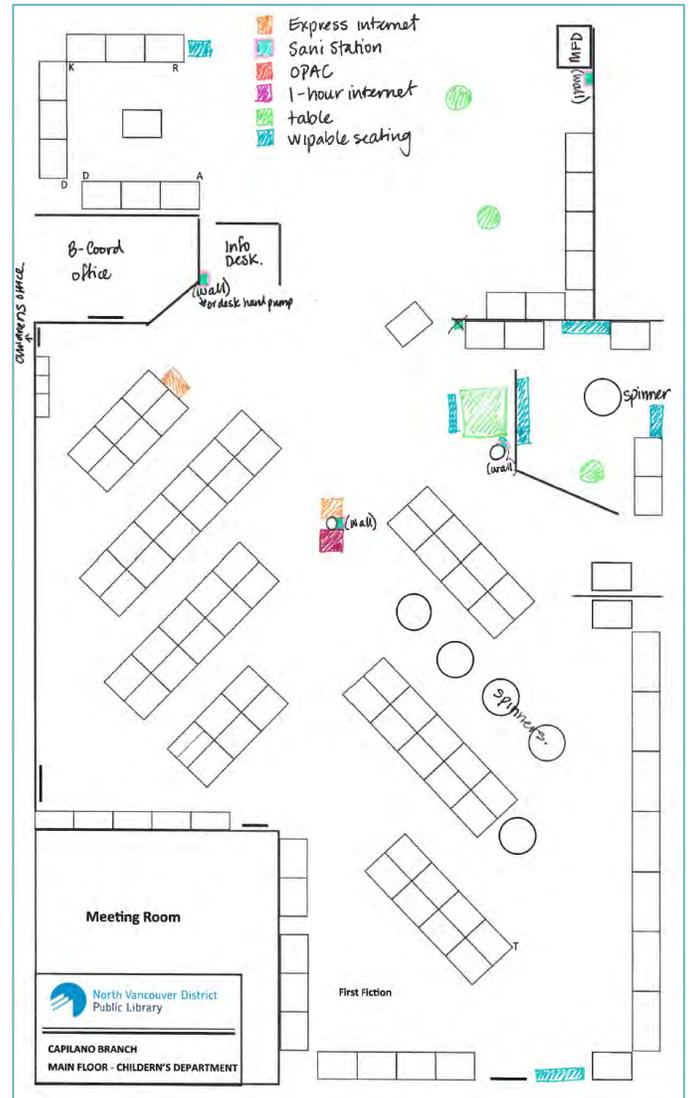
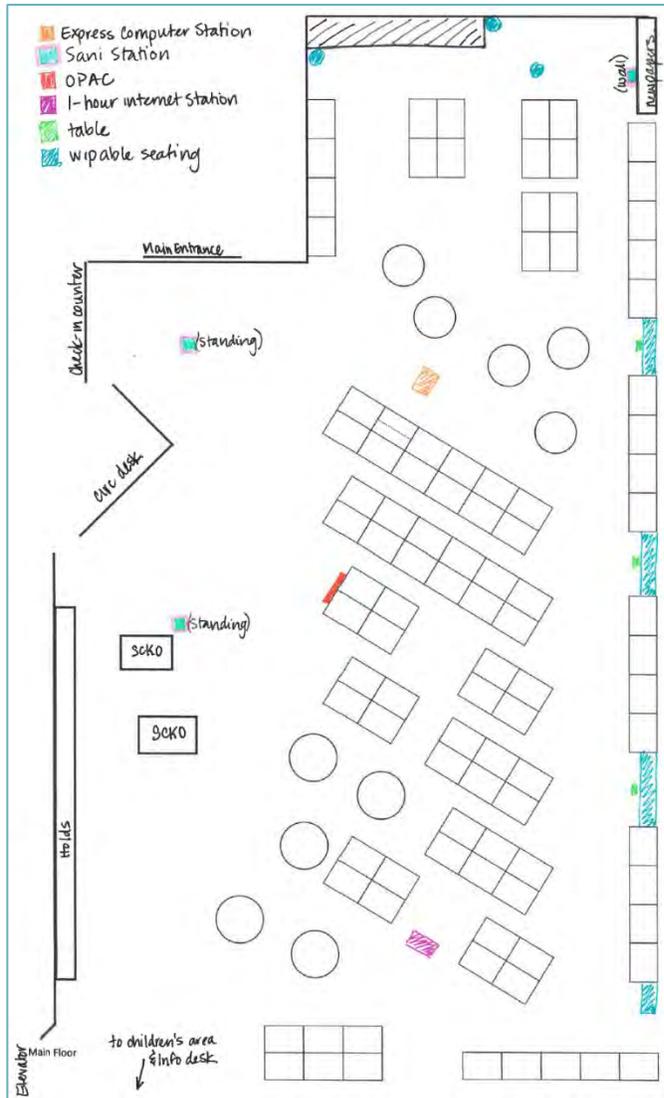
3
Dispose of the mask safely.



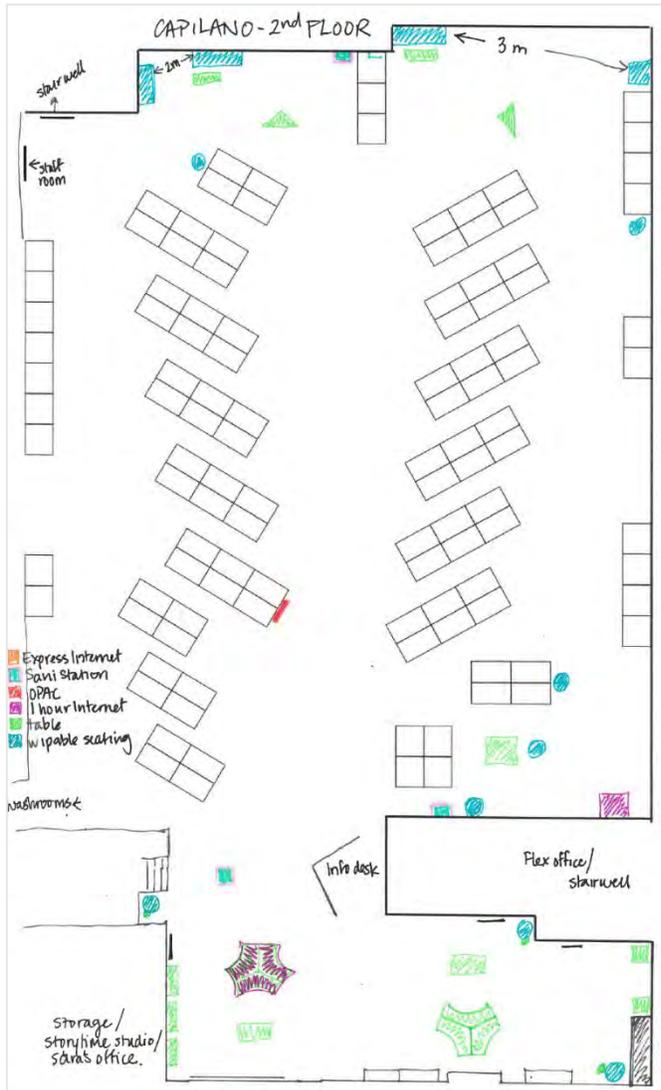
4
Wash your hands. If required, follow the procedure for putting on a new mask.

Note: Graphics adapted from BC Centre for Disease Control (BC Ministry of Health), "How to wear a face mask."

Capilano Library Floor Plan – 1st Floor



Capilano Library Floor Plan – 2nd Floor



Lynn Valley Library

Lynn Valley Floor Plan – 1st Floor



Lynn Valley Floor Plan – 2nd Floor

