COVID-19 INFORMATION
GUIDANCE FOR LIBRARIES

Overview
Under current Chief Medical Officer of Health Orders, businesses and entities are required to:

- implement practices to minimize the risk of transmission of infection among attendees;
- provide procedures for rapid response if an attendee develops symptoms of illness;
- ensure that attendees maintain high levels of sanitation and personal hygiene;
- comply, to the extent possible, with the Workplace Guidance for Business Owners, this guidance, and any other applicable Alberta Health guidance found at: https://www.alberta.ca/biz-connect.aspx.

This document has been developed to support libraries in reducing the risk of transmission of COVID-19 among attendees (including workers, visitors and the public). The guidance provided outlines public health and infection prevention and control measures, specific to libraries.

COVID-19 Risk Mitigation

| Public Areas | Ensure attendees are aware of practices in place by posting signage in highly visible locations or displaying messages on digital screens that outline:
| | - Physical distancing requirements (2 metres)
| | - Prohibitions on attendance by attendees who are sick or isolating
| | - Hand hygiene
| | - Coughing and sneezing etiquette
| | - Cleaning and disinfection practices
| | - Library specific rules, which may include:
| |  ▪ Any changes to capacity and/or hours
| |  ▪ Any restrictions on person items (e.g., reusable bags)
| | Hand sanitizer containing at least 60% alcohol should be available at library entrances and exits and throughout the library.
| | Consider keeping children’s play areas closed.
| |  ▪ Communal toys should be removed.

| Layout and Flow | To help ensure that attendees are able to maintain physical distancing requirements, the following strategies should be considered:
| | - Restricting and directing the flow of attendees into, throughout and leaving the library (e.g., designate doors for entry or exit to avoid two-way traffic, designate hallways for one-way flow of attendees with signs and floor decals).
| | - Assigning staff to assist with distancing in high-traffic areas
| | - Removing or spreading out seating
| | - Limiting the number of attendees allowed in the library at any given time. |
| Check-out and Returns | • Consider installing acrylic shields (or equivalent) at desks, counters or points of contact between the public and library staff.  
  • Employ the use of self-serve checkout and return services as much as possible.  
  o Place hand sanitizer stations and sanitizing wipes near each station.  
  o Monitor use and frequently disinfect high touch surfaces.  
  • If not already used, consider options for the public for borrowing materials, such as:  
  o Accessing e-books and other virtual library borrowing services.  
  o Browsing library catalogues online at home.  
  o Encouraging the use of “holds” to reserve materials to reduce the amount of time people spend in the library.  
  • Consider offering curbside pickup for on hold items, or if available, consider delivery or drop off services for items to residences.  
  • Libraries should store all returned materials in a dedicated space for 72 hours and prevent handling the materials during that period.  
  • Staff handling returned materials should always follow hand hygiene practices. |
| Programming for the Public | • One-on-one library services may continue with appropriate physical distancing and barriers.  
  • For adult in-person, group programming (e.g., book clubs, fundraisers, classes, workshops):  
  o Physical distancing (2 metres) must be applied for participants not from the same household  
  o Consider limiting the number of participants  
  o Consider hosting online or virtual activities.  
  • Programming for children may operate in adherence with the [Guidance for Day Camps](#).  

- Supporting vulnerable populations with dedicated hours.
- Post signage about any restrictions regarding elevator use to ensure distancing requirements can be met, as appropriate
- Increase the cleaning of all high touch surfaces and common spaces, in particular:
  - Washrooms
  - Water fountains. Consider encouraging attendees to bring their own water bottle or provide single use drinking vessels
- Develop policies for staff masking; consider masking policies for attendees.
### COVID-19 INFORMATION

#### GUIDANCE FOR LIBRARIES

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<tr>
<th>Workplace</th>
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<tbody>
<tr>
<td>• Develop a rapid response plan in case an attendee falls ill with COVID-19 related symptoms.</td>
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<td>• Ensure employees have access to hand sanitizer as required.</td>
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<td>• Allow staff to wear masks if preferred.</td>
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<td>• Stagger staff arrival and departure times, lunch times, breaks and meetings to reduce the number of individuals in one place at a given time.</td>
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<td>• Designate lockers and storage spaces to individual workers.</td>
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<td>• Provide staff with training on library practices, such as:</td>
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<td>- New policies and procedures related to COVID-19, such as a response plan for if an attendee falls ill.</td>
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<td>- Physical distancing, updated check-out processes, and hygiene practices.</td>
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<td>- Updated programming policies.</td>
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<th>Cleaning and Disinfecting</th>
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<td>• In addition to the cleaning and disinfection guidance found in the Workplace Guidance for Business Owners, libraries should:</td>
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<td>- Clean high-traffic areas, checkouts (self-serve of staffed) and high-touch surfaces more frequently.</td>
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<td>- Keep washrooms (staff and public) clean and well-stocked with soap and paper towels.</td>
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<td>- Provide ample waste disposal options in both public and staff-only areas.</td>
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<td>- Line waste containers with plastic bags for safer garbage disposal.</td>
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<td>- Ensure library hours allow a deep clean of the entire library each day.</td>
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<td>- Make sure staff are properly trained on the safe use and disposal of masks, including how to put them on and take them off safely.</td>
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