

COVID19 Compliant Procedures

Guidelines for Lac La Biche County Libraries

General

- Stay home if you experience any symptoms of illness
 - Limit the amount of browsing by calling in your order and only take items off the shelf if you plan to check them out
 - Do not re-shelve items
 - Picking up books for other people in your household is permissible if arrangements are made in advance
 - Follow good hygiene practices including washing your hands often, cover coughs and sneezes with a tissue or your elbow and avoid touching your face with unwashed hands
 - Library members will have to pack their own items if using a reusable bag
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Distancing Measures

- The number of people onsite at any one time will be limited
 - Social distancing will be enforced
 - Sneeze guards will be placed at the front desk and designated work area
 - Specific hours of service will be offered to at-risk library members
 - Access to computers via appointment only with 30-minutes in between
 - Study room bookings with 30-minutes in between
 - Furniture has been placed to allow for social distancing
 - Provide visual direction on how to line up and browse the collection
 - All summer programs will be offered virtually only
 - All staff meetings will be held via Zoom
 - The two meters social distance must be maintained by all staff and library members
 - All staff breaks will be staggered
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Cleaning and Restricted Items

- All newspapers, toys, puppets, LEGO, in-house games, scrapbooking supplies, audio recording studio and games tables will be off limits until restrictions ease
 - Computer stations and self-checkout unit will be cleaned after each use
 - Daily opening routine includes sanitizing tables and chairs
 - Staff are responsible for sanitizing their own workstations
 - Use the "wipe twice" method to clean and disinfect
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- Frequently clean the high touch/shared surfaces such as phones, remote controls, light switches, counters, cash register and Square device
 - If wipes are not available, use the recommended solution of 100ml of bleach to 900ml water on non-electrical items
 - Library members will be required to sanitize their hands before using computers or the gaming systems
 - Members of the public will be asked to sanitize before entering the library
 - Study rooms will be cleaned after each booking
 - Place an additional hand sanitization station in the children's area
 - Handwashing after working at the desk, receiving materials, cash handling or removing gloves is mandatory
 - Regular handwashing throughout the day following AHS guidelines
 - Staff will need to wash and dry their dishes immediately after use
 - No shared food will be provided or stored in the staff room
 - Shared staff circulation stations to be wiped down before & after each use
 - All returns will be placed in bins and quarantined for 7 days
 - Additional cleaning procedures for game pieces, plastic bins, kit bags, audio visual cases and kits will remain in place
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Screening for Symptoms

- Employees must stay home when they are ill
 - Screening checklist will be used for in-person programs when they resume
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Personal Protective Equipment (PPE)

- All staff are required to wear an apron, mask and gloves when handling all incoming materials especially check-ins
 - Staff will wear a nonmedical mask while on the circulation desk or on the floor and follow the approved procedures as outlined by AHS
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Responsibilities

- We are diligently following AHS guidelines to do our best to ensure the health and safety of our Library Members and Staff. If you have any questions, please contact the main branch at 780-623-7467.
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Library Director: Maureen Penn

Date: May 25/2020