

COVID-19 safety plan

Business name: Welland Public Library

Revision date: December 14, 2020

Date completed: July 2020

Developed by: Chief Executive Officer

Division/group: Welland Public Library

Others consulted: City of Welland, JHSC

Date distributed: July 2020

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

Actions:

- The employer receives and reviews regional and sector-specific Covid-19 information on a weekly basis at minimum. Information is communicated to employees upon receipt via email. The CEO is in contact with the City of Welland to ensure that WPL's plan aligns with the City of Welland.
- All employees received Covid-19 procedures training from a Supervisor upon return to the workplace. Information include(s) but is not limited to quarantining returned materials, wearing and caring for personal protective equipment, staff/patron screening protocols, and handwashing guidelines.
- Employees experiencing symptoms of Covid-19 are required to contact public health and obtain testing and/or self-isolate as directed.
- Employees concerned about potential exposure are encouraged to contact Public Health.
- The Joint Health & Safety Committee (JHSC) reviews any procedural changes related to Covid-19 and brings forward any staff concerns related to Covid-19.

2. How will you screen for COVID-19?

Actions:

- In order to protect others, employees and visitors are to stay home if feeling ill. Signage has been posted at WPL's facilities and neither staff nor visitors are permitted to enter the workplace if they answer "yes" to any of the screening questions.
- An active screening protocol for staff and visitors has been implemented. Before entering any library facility, staff must complete a screening questionnaire (app or print-based) and public visitors are actively screened by library staff. Daily contactless temperature checks are required for all staff and visitors. Individuals who do not register within the normal range are required to isolate and are retested within 5 minutes. If the temperature remains outside of normal range, the employee is sent home and is required to follow up with public health before they are permitted to re-enter the workplace. Visitors unable to pass the temperature screening are not permitted to visit the space.
- Employees who appear to have symptoms or who become sick during the day are instructed to separate from other employees and go home. Employees are directed to follow the guidelines as set out by Public Health regarding Covid-19 testing and isolation.

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

Actions:

- Physical distancing is required for all staff and visitors at all times. Floor markers and signage are in place at all branches.
- All staff and visitors are required to wear a mask in public spaces, aside from those customers who are exempt as per the provincial requirement and the Niagara Region's face covering by-law. No proof of exemption is required.
- Customers are instructed to maintain physical distance from staff and other patrons at all times. Hand sanitizer is available at all entrances/exits and directional signage is available to guide customers in high traffic areas.
- Staff are required to wear a mask in employee only areas, unless they are seated at their desks or on a meal break.
- Staff are required to wear a face shield if physical distancing cannot be maintained (e.g.: when working at the screening desk).
- Staff members adhere to the schedule of breaks and meal breaks, take them separately (where possible) and in different locations (where possible) in order to allow for appropriate physical distancing. Staff shall ensure that small appliances and surfaces that they have used/touched are disinfected.
- Facilities are cleaned nightly. High touch surfaces (as identified by staff) are sanitized on an hourly basis.
- All materials borrowed from the Library are set aside in quarantine for a minimum of 96 hours as recommended by Niagara Region Public Health. These items are handled with gloves and moved into a designated quarantine zone and not handled by customers or staff until that time.
- All staff are expected to practice good hand hygiene while conducting work activities. Gloves are available for staff to wear and staff have been instructed in hand washing procedures. Signage is available in both staff and public areas. Hand sanitizer is available for staff and patron use and all visitors and employees are encouraged to avoid touching eyes, nose, or mouth with unwashed hands.
- Signage reinforcing proper cough/sneeze etiquette has been posted at all locations.

- Disposable masks are available at all entry points for \$2.00 for those that do not have them. Disposable masks are also available for staff use as needed.
- Five cloth masks and one face shield have been provided to all staff.
- Plexiglass barriers have been installed at all screening stations and service points.
- Short stays for visitors are in effect (maximum one hour).

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

Actions:

Step 1: Exclude symptomatic and/or those who register a temperature above normal range from the workplace.

If the Library is made aware of a positive Covid-19 case by a facilities partner, (e.g.: student at Diamond Trail, City of Welland employee) staff will be notified of potential exposure. Public Health will follow up with anyone having close contact. Employees are encouraged to follow up with Public Health with any concerns.

Step 2: Contact Public Health

WPL supports contact tracing by retaining the schedule/contact information of all employees and screening forms for all employees/visitors for a minimum of 30 days.

Step 3: Follow Public Health Direction

WPL will work with Niagara Region Public Health to inform employees, along with the JHSC, if an exposure has occurred in the workplace. Public Health is responsible for notifying employees of potential exposure and may recommend testing, quarantine, and/or self-isolation.

Employees will not be provided with any identifying information about the individual. WPL will undertake contact tracing activities as advised by the Niagara Region Health Unit.

If WPL is advised that an employee has tested positive for Covid-19 due to exposure at the workplace, or that a claim has been filed with WSIB, WP must give notice in writing to the Ministry of Labour, Training, and Skills Development, and the Joint Health and Safety Committee.

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

Actions:

- Employees are trained on any new/modified procedures/guidelines in the workplace as a result of Covid-19. Managers continue to check in with employees to ensure that the procedures/guidelines are implemented properly.
- Managers are to watch for signs of mental health issues. The Library's EAP program is available to full-time employees and their immediate families.
- Guidelines may be adjusted to re-align with identified service requirements. The controls in place and other preventative measures will be evaluated and modified as needed.

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

Actions:

- The JHSC will review guidelines on a monthly basis and make recommendations to the CEO as needed.
- Any changes to guidelines will be reviewed by the CEO and shared with the JHSC for consideration.