

## **10. PUBLIC LIBRARY PANDEMIC RESPONSE:**

### **10.1 COVID-19 Compliant Procedures:**

#### **Guidelines for County of St. Paul Libraries**

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##### **General**

- Stay home if you experience any symptoms.
- 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.
- 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 online virtually only.
- All staff meetings will be held via Zoom.
- The two meters social distancing must be maintained by all staff and library members.

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##### **Cleaning and Restricted Items**

- All newspaper, toys, puppets, LEGO, in-house games, scrapbooking supplies, audio recording studio and games tables will be cleaned after each use.
- Computer stations and self-checkout unit will be cleaned after each use.
- Daily opening routing includes sanitizing tables and chairs.
- Staff are responsible for sanitizing their own workstations.
- Use the “wipe twice” method to clean and disinfect.
- Frequently clean the high touch/shared surfaces such as phones, remote controls, light switches and counters.

- 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 gaming systems.
- Members of the public will be asked to sanitize before entering the Library.
- 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 hand washing throughout the day following AHS guidelines.
- Staff will need to wash and dry their dishes immediately after use.
- Shared staff circulation stations to be wiped down before and after each use.
- All returns will be placed in bins and quarantined for five days with the possibility of change in accordance with SPERD Policy.
- 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**

- Staff will wear a non-medical 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.
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**If you have questions, please contact the Library Manager:**

**Ashmont Public Library: Corina Idzan**

**Phone 780-726-3777**

**Mallaig Public Library: Charlene Corbiere**

**Phone 780-635-3858**

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Date

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Board Chairperson