

MARWAYNE PUBLIC LIBRARY COVID RELAUNCH POLICY

1. All Patrons coming into the building must fill out the App on I-Pad provided by BTPS located at the front doors. This App is a series of Covid questions to determine the safety of entry into the building. The librarian must ensure this has been done before allowing patron into the library.
2. Patrons in grade 4 and up will be required to wear masks while in the library during and after school hours (barring medical reasons that prohibit the use of a mask). Masks are available for free at the library while supplies last.
3. Patrons are required to use the hand sanitizer on entry to the library space. Sanitizer is also available at each computer station and the service desk. If a patron leaves to use the washroom, they must hand sanitize upon re-entry to the library.
4. The library will allow patrons in the library but they must social distance from one another while wearing a mask. It is up to the librarian's discretion on how many patrons are allowed in the library at any given time.
5. Directional arrows will be put on the carpeted aisles if the librarian feels it is necessary in-order to keep safe distancing requirements.
6. Plexiglass has been installed at the check-out counter to ensure protection to both librarian and patron. Lines of tape have been put on the carpet at the check-out counter to ensure adequate social distance to one another while waiting to check-out books.
7. Librarians will disinfect all public computer keyboards after each use. Librarians will also disinfect the computer station at the service desk after each use (at the end of the day if one librarian is working and between uses if both librarians are working). Librarians are required to disinfect all

useable furniture after each patron's use and classroom use. This includes tables and chairs, vinyl children seating, computer stations, and counters.

- 8 Access to library for meeting room purposes will be restricted for the time being.
- 9 The library will continue to offer curbside and door pick-ups for those patrons who do not wish to come into the building.
- 10 All toys and games will not be used, unless the librarian allowing it disinfects each-and-every piece used.
- 11 The glove chair has been removed from the library as per BTPS rules and regulations regarding cloth furniture. It has been put into storage.
- 12 The Change Your Mind basket has been enlarged to incorporate more books. The basket will be checked-in on Mondays and Thursdays due to quarantine regulations. It is up to the librarian's discretion to wear gloves when checking-in all items.
- 13 All tracpac is to be placed in bins and wheeled to the front entrance by 9:15 am on Wednesdays. Received Tracpac will remain in bins for a 3-day quarantine as recommended by Northern Lights Library Services. After 3 days Tracpac may be unpacked and distributed appropriately;
- 14 The librarian will go to the elementary classes and pick up returned books daily. These books will be quarantined in bins located in Classroom 166 (across from Home Ec). Books will be checked-in after 3 days quarantined.
- 15 All books put in the pink return box at the service desk in the library will be checked-in on Mondays only. This ensures that they have been quarantined adequately.
- 16 All Baby Board Books must be sanitized after 3 day quarantine.