

PANDEMIC MANAGEMENT POLICY

Trochu Municipal Library

We are a mask friendly zone. Please feel free to wear yours or ask us for one.

Facilities

- Patrons will have limited access to the building.
- Posting signage in highly visible locations that outline physical distancing requirements
- Hand sanitizer containing at least 60% alcohol should be available at library entrances and exits and throughout the library.
- Keep children's play areas closed and communal toys removed.
- The library will limit the number of public permitted in the building. We would like to encourage patrons to do their best to limit their time in the library.
- Patrons will be asked to put on gloves to access the main collection or Staff will access items for you from our collection or you may choose from the small selection of items available in the lobby area.
- Acrylic Shield will protect the staff at the checkout/check-in desk.
- Please maintain 6 feet of distance between each other.
- Patrons will not have access at this time to the washroom.
- Room rentals and quiet study/reading areas are not available at this time.

Services

- Printing/copying/scanning/faxing services will resume.
 - Copier/printing will only be handled by library staff.

NEW Email to print service available. Need a document printed? Email your document to atrmlibrary@marigold.ab.ca and any instructions (colour, double- or single-sided) We will print your document and have it ready for you when you arrive. Available for curbside service. *Standard print charges apply.

Computers & Wifi

- Two public computers and ipads are available by appointment.
- Computer sessions will be limited to 30 minutes.
- Back deck access for wifi device use is available during business hours using social distancing and/or masks.
- Computers used by the public should be cleaned and disinfected between each use.
- Use of public computers for gaming and entertainment purposes will be prohibited until further notice.

Borrowing and Returns

- The library will continue with curbside pick up service
- Please return ALL items (excluding kits) in the outdoor book drop.

- Returned items will be quarantined for 3 days (72 hours) and not handled during that period. Staff will wear gloves and/or follow hand hygiene when handling returned materials.

Health & Safety

- Library Manager will provide staff with training on library practices, such as: New policies and procedures as directed by Alberta Health Services guidelines and the Trochu Municipal Library Board that are, related to all pandemic management measures e.g. COVID-19. The Library staff will follow a response plan for if an attendee or staff member falls ill, physical distancing, updated check-out processes, and hygiene practices and programming policies. The Library Manager will also make sure staff are properly trained on all pandemic precautions such as; the safe use and disposal of masks, including how to put them on and take them off safely, cleaning precautions, code of conduct violations management, and proper waste disposal.
- Staff need to perform daily symptom assessments.
 - Staff do not come to work if symptomatic, or if anyone in the household is symptomatic.
 - If staff become symptomatic when at work, they need to be isolated and AHS contacted for instructions.
- Do not enter the library if you currently have or recently had a fever, cough, shortness of breath, or are feeling unwell.
- Hand sanitizer containing at least 60% alcohol will be provided at the entrances and exits of the library.
- The library will provide ample waste disposal options in both public and staff-only areas and line waste containers with plastic bags for safer garbage disposal.
- Masks are provided for patrons if needed/desired.

- Gloves will be provided for the handling of books on shelves.
- In addition to the cleaning and disinfection guidance found in the Workplace Guidance for Business Owners, library staff will increase the frequency of cleaning and follow cleaning and disinfecting protocols put out by the Alberta Health Services (AHS).
- At the end of each work day a deep clean of the entire library will be done. This will entail the disinfection of all high touch surfaces (desks, tables, chairs, doors, doorknobs, bathrooms, computers, keyboards, mice, telephones, copiers, and fax machine) and proper waste disposal.
- Staff will assist patrons on computers at a distance wherever possible. If distancing is not possible, staff may still assist patrons at their discretion provided that the staff member and patrons both wear masks.

Returns.

- Please return ALL items (excluding kits) in the outdoor book drop.
- Returned items will be quarantined for 3 days prior to check in.

INTER-LIBRARY LOAN UPDATE



We are pleased to announce that some Marigold Library System libraries are participating in providing limited Inter-Library Loan service!

Please be aware that only a few libraries are participating right now, and due to limited delivery runs and quarantine periods, items are moving more slowly than usual.

Search the catalogue: www.tracpac.ab.ca

Curbside Pickup Info: www.strathmorelibrary.ca/curbside

PLACE YOUR HOLDS
& TRY YOUR LUCK!



Resources:

- [Alberta's relaunch strategy](#) (PDF)
- [Workplace guidance for business owners](#) (PDF)
- <https://www.ifla.org/covid-19-and-libraries#reopening>
- <https://desk.zoho.com/portal/montanastatelibrary/kb/articles/covid-19-reopening-and-reentry-for-libraries>
- <https://www.njstatelib.org/news/covid-19-pandemic-resources-and-plans-for-library-reopening/>
- <http://olc.org/reopening-oh-libraries/>
- <https://librarycommission.wv.gov/Librarian/Pages/Resources.aspx>

Randy Lacey, Chair

Date

August 2020