

Mississippi Mills Public Library Reopening Plan

Mission- Mississippi Mills Public Library (MMPL) will take all possible precautions to stop the spread of COVID-19 and protect the health of staff and residents.

The MMPL Reopening Plan aims to use the latest health information to establish the best health and safety practices. To determine best practices, we rely on information from the Leeds, Grenville and Lanark District Health Unit, Public Health Ontario, Health Canada, Workplace Safety & Prevention Services, Canadian Centre for Occupational Health and Safety, Centers for Disease Control and Preventions (CDC), World Health Organization (WHO) and other sources that offer professionally vetted health and safety guidelines and information. The information used in this plan will be updated as more health and safety studies are available.

The following stages are in line with Ontario's [Reopening Plan](#). Transitioning through the stages will be dependent on direction from the [Leeds, Grenville and Lanark District Health Unit](#), and legislation. This plan is flexible and the Library may need to revert to stages that are more restrictive if the health and safety of staff and the public are at risk. Employees and patrons are encouraged to provide feedback on procedures and we will make improvements when possible.

There are informative sources available to provide general workplace safety measures to help decrease the spread of COVID-19. To prepare our branches for reopening, we will follow the Public Services Health and Safety Association's Health and Safety Guidance during COVID-19 for Employers of Office Settings and information from Ontario's [Workplace Safety & Prevention Services](#). We will continue to seek new information on safety measures that will help protect staff and residents during the reopening stages.

MMPL Health Measures

Health Measures	Stage 1 Restricted Interactions	Stage 2 Limited Interactions	Stage 3 New Normal
<p>Protecting staff and residents</p> <p>Guidelines to help prevent the spread of infection:</p> <ul style="list-style-type: none"> • Wash your hands often with soap and water or alcohol-based hand sanitizer. • Sanitizer will be available at the entrances and circulation desks. • Sanitize often, between each check-out. • Wash or sanitize hands after making or receiving deliveries. • Sneeze and cough into your sleeve. • If you use a tissue, discard immediately and wash your hands afterward. • Avoid touching your eyes, nose or mouth. • Avoid contact with people who are sick. • Avoid high-touch areas, where possible, or ensure you clean your hands afterwards. 	Yes	Yes	Yes

<p>Guides: Protect Yourself & Those Around You - posted at entrance Wash Your Hands For 20 Seconds - posted in washrooms and kitchens</p>			
<p align="center">Health Measures</p>	<p align="center">Stage 1 Restricted Interactions</p>	<p align="center">Stage 2 Limited Interactions</p>	<p align="center">Stage 3 New Normal</p>
<p>Staff and visitors required to self-monitor</p> <p>Staff and visitors are not allowed into the library if they are ill with COVID-19 symptoms.</p> <ul style="list-style-type: none"> Staff and visitors will be assessed for signs of illness (self-assessment) before coming into work. If ill, staff must notify supervisor/employer. Employer must contact Leeds, Grenville and Lanark District Health Unit immediately. Employer must also report illness acquired at work, including COVID-19 to the Ministry of Labour (within four days) and the joint health and safety representative. <p>Guides: Attention Visitors! (http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_signs_EN_visitors.pdf) - posted at entrances How to Self-Monitor - posted at entrances How to Self-Isolate - posted at entrances</p>	<p align="center">Yes</p>	<p align="center">Yes</p>	<p align="center">Yes</p>
<p>Cleaning and disinfection</p> <p>The Library will be cleaned and disinfected every day.</p> <ul style="list-style-type: none"> Frequently touched surfaces (door handles, taps, tabletops) will be disinfected every two hours. Public washrooms will be cleaned every two hours. Shared items such as workstations, keyboards, and telephones will be disinfected after each use. <p>Guides: Cleaning and Disinfection for Public Settings - posted in custodian room, health & safety bulletin board</p>	<p align="center">Yes</p>	<p align="center">Yes</p>	<p align="center">Yes</p>
<p>Physical Distancing (2 m)</p> <ul style="list-style-type: none"> Staff and visitors must maintain physical distancing. Work schedules are staggered to ensure staff can maintain physical distance. Library layout is modified to allow for physical distancing (staff and visitors including floor markings and direction signage). <p>Guides: Physical Distancing - posted at entrance and throughout branches</p>	<p align="center">Yes</p>	<p align="center">TBD</p>	<p align="center">TBD</p>

Health Measures	Stage 1 Restricted Interactions	Stage 2 Limited Interactions	Stage 3 New Normal
<p>Protective personal equipment (PPE)</p> <ul style="list-style-type: none"> Staff will wear non-medical masks when maintaining physical distance is not possible. Hand sanitizer will be available for staff and patrons. <p>Guides:</p> <ul style="list-style-type: none"> Non-Medical Masks and Face Coverings –posted on Health & Safety bulletin board When and How to Wear a Mask - posted on Health & Safety bulletin board 	Yes	TBD	TBD
<p>Quarantining returned material (72 hours)</p> <ul style="list-style-type: none"> All returned material will be quarantined for 72 hours. <p>Guides:</p> <ul style="list-style-type: none"> Health & Safety Guidance During COVID-19 For Library Employees 	Yes	Yes	TBD
<p>Gatherings with Physical Distancing</p> <ul style="list-style-type: none"> Gatherings of more than 10 are not permitted <p>Guides: Stage 2- Province of Ontario, effective June 12, 2020</p>	None	TBD	TBD

TBD- must be in line with Leeds, Grenville and Lanark District Health Unit recommendations.