

## **Public Library Materials Handling Guidelines**

For general workplace guidelines, please refer to COVID-19 Workplace Information (<https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/re-open-saskatchewan-plan/covid-19-workplace-information> ). All workplaces in Saskatchewan must be in compliance with these guidelines. The information below provides specific information for Public Libraries planning to offer Curbside Services.

This document outlines key measures for the public library sector to implement during the pandemic in order to ensure the safety of staff, volunteers and patrons, and prevent transmission of the COVID-19 virus.

### **General Materials Handling**

Determining a safe and effective way to handle library materials is of the highest priority for resuming library service.

Ensure safety of library staff, couriers and patrons by developing Materials Handling procedures that follow best known health and safety practices at each phases of the Re-Open Saskatchewan Plan.

Determine the types of materials that can be browsed or borrowed by users at each phase (e.g. newspapers, magazines, toys, games, tools, Wi-Fi hotspots, instruments). Both browsed and borrowed items must be quarantined after use for 72 hours. Staff must wash their hands after handling the items.

Ensure that both staff, and patrons are aware of safe handling protocols and that quarantining of items is being practiced.

Ask patrons who arrive with cold, influenza or COVID-19-like symptoms (fever, cough or breathing issues) to return home and use a virtual service instead.

Encourage staggered drop offs of items through the use of library policies and procedures such as due dates and scheduling of when returns will be accepted.

All workers, especially those in constant contact with the public, should self-monitor for symptoms and use the self-assessment tool available at [saskatchewan.ca/COVID19](https://www.saskatchewan.ca/COVID19).

### **Quarantine procedures for library items**

Returned items should be isolated in a separate bin or container (labelled with return date), for at least 72 hours before being returned to library shelves. Staff must wash their hands after handling.

## **Protective Measures**

- Develop procedures to allow staff tasks to be performed while physically distancing from other staff and patrons.
- Wear non-medical masks as an additional measure where physical distancing may not be possible.
- Ensure staff are practicing proper hand hygiene and health etiquette <https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/information-for-health-care-providers/ppe-infection-prevention-and-control/covid-19-environmental-cleaning-and-disinfection>) including:
  - Washing hands often with soap and water for at least 20 seconds. At a minimum, this should be done between tasks.
  - Use hand sanitizer when hands are not visibly dirty and handwashing isn't available.
  - Use only hand sanitizer approved by Health Canada (DIN or NPN number). <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/hand-sanitizer.html>.
  - Avoid touching your face, mouth, eyes and nose.
  - Cough or sneeze into a tissue, then immediately dispose of the tissue and wash hands. If a tissue is not available, cough or sneeze into your elbow, not your hands.
- Regularly cleaning and disinfecting hard surfaces used to handle collections using an approved disinfectant for the COVID-19 virus.
- Develop measures to organize and store assembled items for pickup and to ensure patron privacy.
- Provide clean carry-out bags for borrowed items. Patrons should be encouraged not to use their own containers, reusable bags, or boxes.

For additional information, please call the Business Response Team at 1-844-800-8688 or email [supportforbusiness@gov.sk.ca](mailto:supportforbusiness@gov.sk.ca).