

Use of Computers within Public Libraries

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 employers operating in Saskatchewan must be in compliance with these guidelines. The information below provides specific guidelines for Boards and Library Directors of public libraries that wish to provide computer use.

As public libraries make in-person computer use available, it is essential to modify their practices and take measures to protect their patrons and staff from exposure to COVID-19.

Public libraries must take measures to ensure physical distancing and restrictions on activities, as well as comply with the public health order and follow the applicable guidelines in this plan. Preventative measures include:

- Limiting the number of people present in an area to ensure safe physical distancing (minimum space of two metres) can be maintained.
- Providing facilities for people to wash their hands with soap and water or an alcohol-based hand sanitizer approved by Health Canada (<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/hand-sanitizer.html>) (DIN or NPN number).
- Increasing cleaning and disinfection in all areas, particularly those with common touch points.

Physical Distancing

- Limit entry to the library to allow for physical distancing of two metres between individuals and family groups. Cordon off areas to control access.
- Minimize the number of entrances and exits to control the number of customers.
- Defined and divided entrance and exit points and a way to manage the number of customers that complies with all other code requirements (e.g. fire code).
- Manage line-ups in the library to meet physical distancing requirements of two metres between individuals.
- Direct traffic flow through the library using chalk or tape markings on the ground, ropes, barriers or other markers as required. Where possible, implement one-direction traffic flow to promote physical distancing.
- Provide dividers or distance between fixed computers and separate spaces for laptop use.
- If computers have fixed locations that are less than two metres apart, computers may be removed or kept turned off to ensure proper distancing of users.

Cleaning and Sanitation Guidelines

- The COVID-19 virus can survive for several days on different surfaces and objects. Frequent cleaning and disinfection is important to prevent spread of the disease.
- Maintain a cleaning schedule and ensure staff are adequately assigned and trained for additional cleaning, sanitizing and disinfection required for COVID-19 transmission mitigation.
- Increase cleaning and disinfection of commonly contacted areas. Common touch areas include those accessed by library patrons and/or staff. Examples of common touch surfaces include table tops, light switches, telephones (including personal cell phones), door knobs, sink taps, toilet handles, and hand sanitizer bottles/dispensers.
- Ensure the disinfectant used in the facility is adequate for the elimination of viruses and is approved by Health Canada (<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/hand-sanitizer.html>) (DIN or NPN number).
- Ensure washrooms are cleaned and disinfected with increased frequency, always well stocked with liquid soap and paper towels, and that warm running water is available.
- Garbage bins should be emptied frequently.

Cleaning and Sanitation of computer stations

After every use, disinfect:

- Computer keyboards and mice.
- Chair arms and table surfaces.
- Touch screens where applicable.
- Other common touch areas that might be available such as telephones and printers.

Enhanced cleaning and disinfecting of public areas and shared spaces must be conducted in accordance with the public health order and follow the guidelines for environmental cleaning and disinfection (<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>).

Employees must have access to proper cleaning and disinfecting supplies and personal protective equipment. Staff are required to stay home if they are unwell or symptomatic.

Signage must be posted to caution about the risks of COVID-19, as well as educate users in following the guidelines. Signage should include the following reminders:

- Individuals who are sick should stay home.
- A physical distance of two metres should be maintained between people not from the same household or extended household.
- Avoid overcrowding. Individual groups must not exceed the restrictions on public gatherings.