



SAFE WORK PROCEDURE

Handling of Library Resources

COVID-19

<p>Potential Hazards: Ensure application of Provincial Health guidelines for health and safety of employees during the COVID-19 pandemic.</p>	<p>Personal Protection Equipment (PPE) or Devices Required</p> <ul style="list-style-type: none"> • Disinfecting Wipes or Spray • Face Masks 	<p>Additional Training Requirements:</p> <ul style="list-style-type: none"> • N/A
--	---	---

Only authorized employees are permitted to perform this task.

1. If you show any signs of illness you should remain at home and notify your supervisor.
2. All staff will be required to follow the [Public Health Advice](#) upon entry into each school/facility.
3. Library staff will schedule the date and times for book drop off and/or pick up.
4. A designated area will be set up inside or outside of the school for material drop off / pick up. This information will be communicated with parents and or student at the time of scheduling the appointment.
5. Library staff will monitor the drop off / pick up location to retrieve materials.
6. When bringing materials into the school they should be immediately brought to the library for quarantine for 72 hours.
7. Library resources should not be handled prior to the completion of required wait time.
8. Books may be re-shelved after the appropriate wait time, and/or redistributed.
9. Using a disinfectant wipe or spray, clean book container or cart that was used to move the materials from the drop off location to the library.
10. Immediately wash hands after handling materials for the recommended 20-25 seconds with soap and water.
11. Social distancing of 6 feet (2 meters) must be maintained at all times and ensure that there are no groups larger than allowed in one location as per Manitoba Government Public Health Order.

REPORT ANY HAZARDOUS SITUATION TO YOUR SUPERVISOR

<p>Guidance Documents / Standards / Applicable Legislation / Other:</p> <ul style="list-style-type: none"> • Government of Manitoba https://www.gov.mb.ca/covid19/factsheets.html • Safe Work Manitoba https://www.safemanitoba.com/News/Pages/Coronavirus-(COVID-19)-Update.aspx



COVID-19

NOVEL CORONAVIRUS

AUGUST 2020



Are you sick?

Have you been exposed to COVID-19?

If you answer yes to either question, please **DO NOT ENTER**. Go home and call Health Links – Info Santé (204-788-8200 or 1-888-315-9257) or use the online screening tool at <https://sharedhealthmb.ca/covid19/> to see whether you need to isolate or be tested.



Have you travelled in the past 14 days?

You may need to self-isolate. Check <https://manitoba.ca/covid19/travel> for the most up to date requirements for travellers.