

SAFE WORK PROCEDURE

Handling of Library Materials
COVID-19

<p>Location:</p> <ul style="list-style-type: none"> All LRSD Schools and Facilities 	<p>Approved By: Lisa Aitken, Assistant Superintendent Written By: Tara Baschuk, WSH Officer</p> <p>Date Created: May 27, 2020 Date Revised: October 7, 2020</p>
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<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"> Hand Sanitizer Disinfectant Spray or wipes Gloves 	<p>Additional Training Requirements:</p> <ul style="list-style-type: none"> N/A
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The arrival of the COVID-19 pandemic has given us the opportunity to re-evaluate traditional practices and how they could potentially contribute to the transmission of the virus. Please follow this procedure to ensure the safety of all students and staff who use library materials.

All staff and students must be in good health prior to attending school as per LRSD Safe Work Procedure [Staff Entry into Schools and Facilities](#).

- All books borrowed from school libraries should only be handled by the individual signing the book out.
- Only members of the classroom cohort assigned to the library space are allowed into the area.
- Only library staff are permitted to remove and/or replace books on the shelves in the library.
- Library staff will wear gloves when selecting from and/or replacing books to the shelves.
- Library staff will only select and/or replace books from the shelves when students are not in the library space.
- Proper hand hygiene protocols must be followed before and after handling library resources.
- Library staff will only select and/or replace books from the shelves when students are not in the library space.
- Library staff are responsible for the circulation of all resources, such as books to students and staff from the school library, including retrieval, distribution, returns and quarantine.
- No library resources such as books are to be shared among students or staff without quarantining those materials between individual users.
- When bringing resources back to the library, staff will immediately enter the pre-designated quarantine area and the resources will be isolated for three consecutive days. Access to this area by any other staff or students into this designated area is prohibited.
- Library resources may be returned to library shelves or redistributed once the three day isolation period has ended and the books have been checked back into Destiny.
- Library staff will coordinate opportunities for students and staff to remotely request books to borrow in a variety of ways (Destiny holds, email, surveys, class lists, Teams, etc).
- Library staff will schedule the date and times for book dropoff and/or pick up with a pre-determined liaison adult in each school cohort.
- Library staff will deliver student and staff requests to school cohorts using a bookcart. An adult in each cohort will direct students to pick up their book requests, identified by name, from the cart and keep them with their personal belongings such as backpack, bookbag, desk. Once students have received their library books, the books cannot be shared with other students or staff while in their possession.
- Book containers and carts must be disinfected after each use.

- Students may take school library books home and parents may read these books to their children, as long as proper hand hygiene is followed before and after handling the book.
- Library staff will monitor the drop off/pick up locations from school cohorts to delivery/retrieve library resources that are ready for return according to a pre-determined schedule with each cohort.
- Classroom libraries will follow the same procedures as school libraries, whereby classroom teachers are responsible for the distribution and quarantine of all classroom library materials. Classroom teachers will quarantine classroom library books in their classrooms.
- No classroom library resources are to be shared among students or staff without quarantining the resources in between each individual student's use.
- There is no inter-library loans of resources between LRSD school libraries at this time.

REPORT ANY HAZARDOUS SITUATION TO YOUR SUPERVISOR

Guidance Documents / Standards / Applicable Legislation / Other:

- 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](https://www.safemanitoba.com/News/Pages/Coronavirus-(COVID-19)-Update.aspx)