

SAFE WORK PROCEDURE

Handling of Library Resources
COVID-19

Approved by: Lisa Aitken		
Position: Assistant Superintendent	Date signed: May 27, 2020	
Location: <ul style="list-style-type: none"> All LRSD Schools and Facilities 		Written by: Tara Baschuk Date Created: May 27, 2020 Date of Last Revision:
Potential Hazards: Ensure application of Provincial Health guidelines for health and safety of employees during the COVID-19 pandemic.	Personal Protection Equipment (PPE) or Devices Required <ul style="list-style-type: none"> Disinfecting Wipes or Spray 	Additional Training Requirements: <ul style="list-style-type: none"> N/A

Only authorized employees are permitted to perform this task.

1. Ensure you are in good health to conduct this task. 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 [School Access Procedure](#) 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 as per the required wait time (paper 3 hours, cardboard 24 hours, plastic 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

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)



COVID-19 NOVEL CORONAVIRUS



DO NOT ENTER if you have returned from outside of Manitoba in the last 14 days.



DO NOT ENTER if you are under direction to self-monitor or self-isolate.



DO NOT ENTER if you are experiencing any of the following cold/flu symptoms:

- Cough
- Fever
- Runny Nose
- Sore Throat
- Weakness
- Headache



Please wash your hands.

Thank you for helping us
stop the spread.

manitoba.ca/covid19

Manitoba 

How long the new coronavirus can live on surfaces

SURFACE	LIFESPAN OF COVID-19 VIRUS
 Paper and tissue paper**	3 hours 
 Copper*	4 hours 
 Cardboard*	24 hours 
 Wood**	2 days 
 Cloth**	2 days 
 Stainless steel*	2–3 days 
 Polypropylene plastic*	3 days 
 Glass**	4 days 
 Paper money**	4 days 
 Outside of surgical mask**	7 days 

*At 69.8 to 73.4°F (21 to 23 °C) and 40% relative humidity

**At 71°F and 65% relative humidity

Source: New England Journal of Medicine*; The Lancet Microbe**

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