



**Public  
Library**

Colchester-  
East Hants

# Memo

To: Municipal CAOs

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From: Tiffany Bartlett

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Date: September 13, 2021

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Re: Plan for Phase 5

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On Wednesday, the Province announced that they will move into [Phase 5](#) on September 15. With Stage 5, Nova Scotia Public Health will be easing many of the mandatory COVID-19 restrictions.

CEHPL's COVID-19 Library Recovery Committee (includes OHS Committee) has been preparing for this. We ran an anonymous all-staff survey from August 17 – 31 to get staff feedback about various COVID protocols. 36 staff members responded, which is roughly a 90% response rate. Since then, we've been meeting on a weekly basis to hammer out various protocols for Phase 5. The Library Board approved staff's plan for Phase 5 via email on September 10.

## Updated Library Reopening Roadmap

The Board passed the first version of the *Library Reopening Roadmap* back in May 2020. Since then, it has served as a useful guide to staff, the board, and external stakeholders on how CEHPL will dial up and/or dial down service levels (like the volume on a speaker) in response to changing public health directives and local epidemiology.

All CEHPL branches are presently at a Level 2 on our Reopening Roadmap. CEHPL branches will move to Level 1 of the Reopening Roadmap when the Province moves to Phase 5.

Attached to this email, you will find an updated *Library Reopening Roadmap*. Changes, as recommended by the Library Recovery Committee, to the roadmap include:

- **Level 1: Computer Access** – Changed to "Wi-fi; All computers and printers; resume normal time limits." Previously "Wi-fi; 1 hr/day computer access: printers accessible."
- **Level 1: Outreach Services** – "Delivery to continuing care facilities" has been removed from Level 1. As such, these won't resume until *No Level: Regular Services Resume in Full*.
- The Reopening Roadmap has also been updated with our new branding.

## Library Protocols for Phase 5

The Library Recovery Committee recommended the following changes to our COVID protocols in Phase 5. These have been approved by the Library Board. The rationale for these changes are based on current public health guidance for our sector, an informal jurisdictional scan on what the other library regions in the province are planning, and feedback from the anonymous staff survey.



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## 1.) Masks

- a. Public
  - i. Masks for the public in all areas of the library, including meeting rooms, are optional
  - ii. Signage and communications, however, will strongly recommend masks be worn for personal and community safety
- b. Staff
  - i. Staff will be required to wear masks in the following circumstances:
    1. In all public areas of the library, regardless if Library is open/closed (including when behind Plexiglass barriers)
    2. When standing up/moving in staff-only areas
    3. During in-person meetings
    4. When travelling together in library van
  - ii. Masks in all other circumstances are optional, but strongly encouraged

## 2.) Food and Beverage

- a. Public
  - i. (Food and beverage are not presently permitted at the Library, in an effort to encourage the public to wear masks at all time)
  - ii. In Phase 5, we'll be taking a gradual phased-in approach (to help manage change for staff) and will be allowing food and beverage for public consumption one month after Phase 5 begins, on October 15.
  - iii. As such, food and beverage will be permitted in public areas and meeting rooms as of October 15, not before.
- b. Staff
  - i. Staff are permitted to share individually wrapped food (previously no food sharing allowed)
  - ii. Staff permitted to have beverages in public areas
  - iii. Shared kettles and coffee makers brought back into staff lunch rooms
  - iv. Staff may wash their own dishes at work (still no shared cutlery/dishes)

## 3.) Physical Distancing

- a. All staff areas
  - i. Physical distancing is no longer required, but is still strongly encouraged,



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- ii. The manager of each location has talked to staff members and determined a local plan for sharing space such as lunch rooms, circulation desks, general office space, etc. The plans are a balance of safety, consideration of others, and practicality
- iii. Acrylic panels will remain in place in all locations

## b. Public

- i. No restrictions in public areas
- ii. Most/all furniture in storage will be returned

## 4.) Programming

- a. Library led programming: All in-person programming to require registration in order to control numbers and manage some distancing. Masks for public are optional, but strongly encouraged
- b. Note: contact tracing and screening questions to continue
- c. Signage and communications will strongly recommend being mindful of others when in library space

## 5.) Public computers

- a. Number of computers will increase to previous numbers (exception Stewiacke – fewer computers due to point 5b)
- b. Physical distancing is not required, however, placement of computers will be examined to allow for some computers in each branch library (if possible) to be distanced
- c. Note: alcohol wipes continue to be available to public to sanitize computers prior to use

## 6.) Hand Sanitizer

- a. No change. Will continue to be available for staff and public.
- b. Signage and communications will strongly recommend sanitizing hands frequently for personal and community safety

## 7.) Cleaning Protocols

- a. No change in cleaning protocols. High-touch surface to continue to be disinfected once per day in public/staff areas.

## 8.) Toys, Puzzles, etc. in Branch

- a. Soft or plush toys are not allowed for the public but can be used as programming props (i.e. puppets)
- b. Hard toys that can be cleaned easily will start to be gradually reintroduced as of September 15
- c. Youth Services has developed procedures for the toys, which will be shared separately. In essence:





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- i. Staff to hold disinfected toys behind counter, to give to patrons upon request
  - ii. Returned toys are placed in a 'dirty bin' and are disinfected by staff prior to being played with again
- d. Passive craft items (coloring pages, crayons, etc) will gradually be reintroduced sometime after September 15. Signage will encourage sanitizing hands prior to coloring/crafting
- e. Note: Toy cleaner has been ordered for all branches and is expected to arrive at Regional Headquarters on Monday or Tuesday of next week. Staff cannot reintroduce toys before they have received their toy cleaner.

## 9.) Technology Training/Help

- a. Back to normal
- b. Members of the public engaged in training do not need to wear masks but are strongly encouraged to do so
- c. Staff will have managers' support if their comfort level is to assist from 6 ft. distance. Signage will echo that sentiment
- d. Training/assistance via Google Remote Desktop is strongly encouraged

## 10.) Gathering Limits

- a. CEHPL will follow public health guidance (currently allowed to operate at full capacity)

## 11.) Public Meeting Rooms

- a. Libraries will open reservations for meeting rooms on September 15, accepting reservations for September 20 onwards
- b. Public meeting room renters will be required to uphold current public health protocols ( which as of September 15 will be no physical distancing, no masks)
- c. Food and drinks will be allowed in meeting rooms as of October 15, not before