



## **COVID-19 Protocol 11**

### **Elementary Library Learning Commons**

The health and safety of all individuals is of utmost importance. All staff and other entrants shall adhere to the following protocol and are to report any unsafe behaviour or violation of this protocol to their Supervisor immediately. Any questions regarding this protocol shall be directed to their Supervisor. This protocol is intended for internal use only.

#### **Scope**

This protocol applies to Library Learning Commons at elementary schools.

#### **1.0 Circulation of Materials**

##### **1.1 Checkout of items**

- Teacher-Librarians will pull books for students and place them in an area (e.g. designated table) for students to pick up and take to checkout or students can place holds through Insignia for Teacher-Librarians/Designated Staff to pull
- Designated staff will check out books in Insignia to students at the circulation desk while maintaining physical distance
- Materials that are signed out by a teacher for classroom use are to be used by one student and then set aside for 36 hours

##### **1.2 Return of Materials**

- Returned materials need to be collected with minimal contact (e.g. collect on carts, in cardboard boxes, bins)
- Items should be dated and held for a 36 hour quarantine period\*
- Once the 36 hour period has passed items should be checked-in in Insignia and either re-shelved or put back into bins/area for circulation
- Limit contamination risks with only one person doing the returns process, rather than multiple people

\* Adjustments may be made as more information from Public Health research becomes available over time.

Initial Release: August 31, 2020

Revision Date: September 29, 2020

Protocol 11 Elementary Library Learning Commons

Please refer to online version for most current, protocol will be updated as required.

## **2.0 Shared Use of Space**

- If possible, different entrances and exit points should be used; otherwise limit the directional flow during specified times (e.g. so students are not coming and going simultaneously)
- All individuals using the library space should practice hand hygiene by sanitizing at both the entrance and exit from the library
- Doors should remain open at all times to minimize touch points
- Tape out lines to indicate physical distance from circulation desks and designated pick up areas
- Use directional arrows on the floor to encourage users to follow a particular path through the library
- Remove or rearrange furniture to help with physical distancing and limit congregating
- Remove items with soft surfaces (e.g. stuffed animals) that cannot be sanitized. If there is shared furniture that can't be safely cleaned, it should either be removed or not used
- Students should not sit on carpeted areas
- Limit the number of people in the Library Learning Commons to comply with physical distancing rules based on Facility Services guidelines
- Designated staff, in consultation with their Administration, will develop a plan to monitor the number of students in the Library Learning Commons at one time
- Move computers to create space between terminals
- Clean and sanitize as per Thames Valley District School Board health and safety protocols

## **3.0 Computing Device and Material Usage**

- Refer to Thames Valley District School Board Information Technology Health and Safety Protocols
- Circulation Computer / Scanner should be used by designated staff to limit contamination and wiped down between use
- Use touchless scanner to scan documents
- Technology can be used in green rooms if Thames Valley District School Board safety protocols can be followed
- Maker Space materials should not be used until further notice

## **4.0 Story Time (or Read Alouds) Protocols**

- Physical distance should be maintained at all times
- Teacher-Librarians could go the classroom instead of class coming to the library
- Weather permitting, story time could be conducted outside
- Could be conducted virtually/online

## **5.0 Personal Protection Equipment Requirements and Safety Precautions**

- Hand hygiene and surface cleaning and the use of Personal Protection Equipment will follow Thames Valley District School Board health and safety protocols

Revision Date:	Comments
September 29, 2020	2.0 – Changed language from Teacher-Librarians to Designated staff in consultation with their Administration, will develop a plan to monitor the number of students in the Library Learning Commons at one time.