

Purpose

This policy will establish a protocol for reopening the library which will be used in the event of an epidemic/pandemic or other public health emergency. The health and safety of our staff and patrons is our most important consideration as we resume library operations and services. The Bonfield Public Library Board will follow the lead of local health experts, municipal, provincial and federal authorities. In moving forward the library will continue to communicate and provide information on programming and outreach activities. This policy may require regular review and revision to ensure compliance with regulations set out by health and/or government officials.

Phase 3 – Reopening

Section 1: Access, Capacity and Requirements

The library will begin allowing five (5) patrons at a time to enter the physical library space to look for circulation materials for a period of 15 minutes. Once the library is at capacity, staff will inform patrons to line up outside the library and stay 2 metres (6 feet) apart until a spot opens up before entering the library. Signage will be posted for patron and staff safety conditions: social distancing requirements, hand sanitization, face masks requirements. (Appendix “A”)

- All patrons and staff must wear a face mask (exemption Appendix “B”) for their own protection and that of others.
 - All patrons must use hand sanitizer upon entering the library, (the Bonfield Public Library will provide hand sanitizer station at the entrance for the public). (The Bonfield Public Library will provide each employee with their own hand sanitizer).
 - All patrons and staff will follow appropriate social distancing practices
 - Patrons who require a personal support worker or children (under 5 years old) with a parent/guardian will count as one (1) patron and will stay together within the library and practice social distancing from others.
 - Curb side service will continue by appointment only via telephone 705-776-2396 or by email bonfieldlibrary@gmail.com
 - Washrooms will be closed to the public.
 - Patrons wearing wet bathing suits will be prohibited from entering the premises.
 - No food or drink may be brought in by patrons.
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Phase 3- Reopening/Procedure (continued)

Section 2: Internet and Computer Access

Patrons with their own devices may access the library Wi-Fi outside with no time restraint, by maintaining appropriate social distancing or in their own vehicles.

The library will provide two (2) desktop computers for public use within the library and one (1) Early Years Station. Due to social distancing restrictions, staff will not be permitted to provide one-on-one technology support during this phase of the reopening.

- Patron use of the desktop computer will be limited to one thirty (30) minute session daily.
- After each session, the computer and area will be cleaned prior to the next user.
- Patrons must book an appointment for each computer session to avoid crowding and wait times.

Section 3: Interlibrary Loans/Donations

- We are accepting requests for interlibrary loans from our patrons and from other participating public libraries, but the current readiness of our lender libraries varies across Ontario. We cannot guarantee the order will be fulfilled.
- At this time we cannot accept book/items donations for the library.

Section 4: Check-outs and Returned Materials

Check outs:

- Items and materials will be checked out at the main circulation desk (through the Plexiglas)
- Patrons will be limited to check out a total of ten (10) books and three (3) DVD's
- Patron's reusable bags will be allowed.

Returned Materials:

- All books and items will be accepted for return through the external book return box only (not at the desk)
- Returned Materials will be placed in the designated quarantine area of the library for a period of 72 hours
- Following the quarantine, materials and items will be check-in and placed back into the collection.
- Patrons will experience a delay on their account due to this procedure.

Phase 3- Reopening/Procedure (continued)

COVID-19 Disclaimer:

Although we strive to sanitize and practice safe handling of materials, The Bonfield Public Library cannot guarantee the sanitization of library items. Please handle them with caution.

- Patrons should wash hands before and after handling books and other items, avoid touching their face while reading and to avoid sneezing or coughing onto items.
- Patrons who are immune suppressed or otherwise susceptible to COVID-19 infection should not take out items from the library.
- Staff will continue to clean high touched areas after each shift.

Section 5: New Membership and Membership Renewal

- New patrons may come into the library and fill out a registration form and receive a library card.
- Non-resident (\$25.00 pr/yr) fee will continue to apply.

Section 6: Shared Materials and Office Services

- All shared materials provided by the library, including but not limited to, pens, pencils, staplers, staple removers, hole punches, chargers, will not be available for patrons. Staff will be provided with their own personal supplies.
- Earphones will not be shared for public use
- Photocopying, scanning and faxing are available at the main circulation desk; fees will continue to apply.

Section 7: Hours of Operation

During this phase of the reopening, the Bonfield Public Library will have the following hours of operation and will be posted on the front door:

- Mondays 10:00am to 1:00pm
- Tuesdays 4:00pm to 7:00pm
- Wednesdays 4:00pm to 7:00pm
- Thursdays 4:00pm to 7:00pm
- **Saturdays 10:00am to 1:00pm – Curbside Only**

Phase 3- Reopening/Procedure (continued)

These hours are subject to change at the discretion of the Bonfield Public Library Board, in collaboration with the CEO and will be reviewed regularly during the changing circumstances of the epidemic/pandemic. At its discretion, the Bonfield Public Library Board may temporarily limit hours and/or services if there are insufficient staff to maintain safe operations, cleanliness or to reduce the possible spread of the contagion. An increase in hours and services will be assessed going forward, on a regular basis, as regulations and requirements change.

If you have any questions or concerns, please email or call the library prior to your visit.

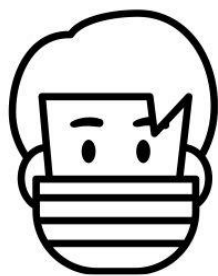
Phone: 705-776-2396

Email: bonfieldlibrary@gmail.com

Website :<https://bonfield.olsn.ca>

Thank you for helping us to contain the spread of COVID-19 and for supporting the Bonfield Public Library and the community of the Bonfield Township.

STOP

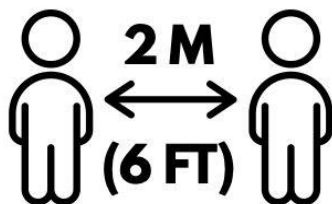


You must wear a face covering at this site

Age and medical exemptions apply



Use hand sanitizer



Please keep a distance of two metres from others unless impossible

THANK YOU FOR PREVENTING THE SPREAD OF COVID-19

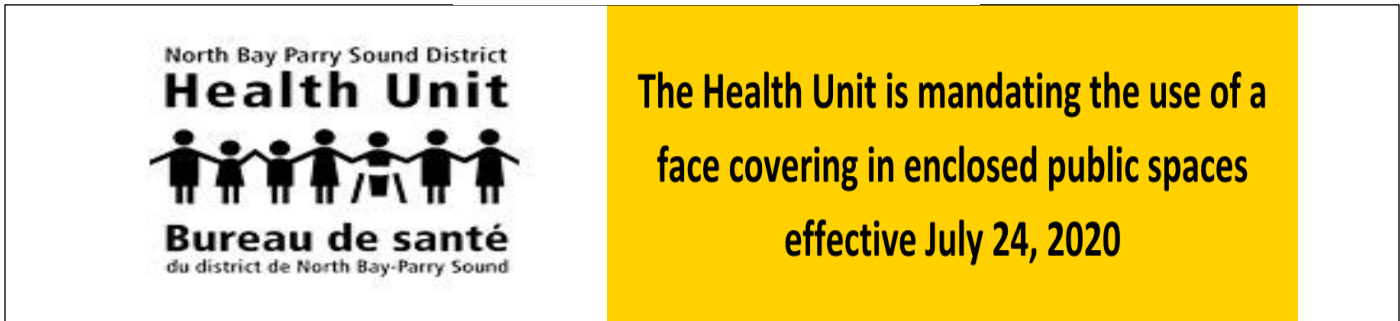
Visit myhealthunit.ca/COVID-19 for more information

North Bay Parry Sound District
Health Unit



Bureau de santé
du district de North Bay-Parry Sound

APPENDIX “B”



Who is exempt from wearing a face covering?

Exemptions are in effect for multiple reasons, including medical and age-related. No proof is required. The goal is to ensure the best protection possible (including for those who cannot wear face coverings) until a vaccine or specific treatment is available.

The following persons are exempt from wearing a face covering:

- children under the age of two years; or children under the age of five years either by birth age or mental development who refuse to wear a face covering and cannot be persuaded to do so by their caregiver;
- persons who are unable to remove their face covering without assistance under the [Accessibility for Ontarians with Disabilities Act \(AODA\)](#) or who have protections under the [Ontario Human Rights Code, R.S.O 1990, c.H.19](#), as amended;
- persons whose breathing would be inhibited by wearing a face covering;
- persons with medical conditions rendering them unable to safely wear a face covering (including but not limited to: respiratory disease, cognitive difficulties or difficulties in hearing or processing information);
- officiants (e.g. minister, rabbi, priest, imam) of a religious ceremony if standing in an area of the worship space that is separate and at least two metres apart from the public attending the ceremony;
- a person who is employed by or is owner/operator of an enclosed public space and:
 - in an area that is not designated for public access and where physical distancing of two metres can be maintained;
 - within or performing duties behind, a physical barrier (e.g. plexiglass barrier); *however, staff must wear a face covering in a situation where physical distancing cannot be maintained with other staff within or behind a physical barrier, or*
 - in an office that is not open to the public including professional offices where clients receive services by appointment only (e.g. lawyer, accountant) – except waiting room, as applicable.
- a person who is employed in a space subject to provincial and/or local public health guidance, including:
 - child care centres and providers governed by the [Child Care and Early Years Act, 2014, S.O. 2014, c. 11](#), as amended (**except when medical masks are required, as directed**);
 - day camps; and
 - schools under the [Education Act, R.S.O. 1990, c. E.2](#), as amended.

**Parents / guardians are required to wear a face covering when entering a common area of these premises.*

There may be situations where someone who is deaf or hard of hearing may require a staff member to remove their face covering to speak to them. We remind anyone removing their face covering to follow safe handling procedures (see 6h) below) and to keep a physical distance of two metres away from others.