

Bancroft Public Library Board operating as **North Hastings Public Library**
Policies, Procedures, Bylaws, Governance and Operating Guidelines

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| Policy Type: | Operational | Policy Number: | OP-25 |
| Policy Title: | Handling of Returned Material During a Viral Pandemic | Initial Policy Approval Date: | May 2020 |
| | | Last Review/Revision Date: | |
| | | Year of Next Review: | 2024 |

This policy is in place to define a procedure for the return of books, DVD's and other lending items to the North Hastings Public Library to reduce the exposure of infectious diseases during a viral pandemic.

Section 1: Responsibilities

1.1 Employer: The Town of Bancroft and the Bancroft Public Library Board of Trustees shall take every precaution reasonable under the circumstances to ensure the safety of Staff including all other duties as outlined in Section 25 and 26 of the Occupational Health and Safety Act (OHSA).

1.2 CEO: The CEO is responsible for training workers on each step of the handling of returned materials during a pandemic, ensuring required personal protective equipment (PPE) is available and to monitor and enforce the procedure.

1.3 Staff: All staff must follow the outlined procedure.

Section 2: Personal Protective Equipment (PPE) Requirements

To reduce the risk of Infectious disease, staff handling returned library items must:

- Wear disposable latex gloves (optional use of apron) when handling items from the book return and when disinfecting items.
- Remove gloves following the 7-step glove removal procedure (Appendix A).
- Refrain from touching your face; germs can easily be passed from your hands to your mouth causing infection

Section 3: Safe Work Procedures

3.1 All books and items should be accepted for return through the external and internal book return bins only and should not be accepted at service desks.

3.2 Removing items from book return:

- Don disposable gloves.
- Straddling the book return bin and bending your knees to keep the items close to your body and to protect your back, remove only a few items at a time from the return bin to avoid leaning items on clothing.

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- Place items on cleaning shelf
 - Don gloves
 - For books:
 - Wipe the outside of each book with an approved cleaner
 - Allow the book to air dry.
 - Place the book on the book cart.
 - For DVDs:
 - Wipe the inside and outside of the case with an approved cleaner.
 - Use an approved DVD cleaner to wipe both sides of the DVD. • Allow the case and DVD to air dry before returning the DVD to the case.
 - Place the DVD on the book cart.
 - For other lending items:
 - Wipe the item as best as possible with an approved cleaner.
 - Allow the items to air dry.
 - Once items have been disinfected and placed on carts, remove gloves as per the guidelines outlined in Appendix A, including washing your hands immediately following the glove removal.
- Check in material and place items on designated shelves/carts where they will remain for a period of approximately 72 hours.
- Space the shelves/carts sufficient distance away from the book return bin to avoid the need to twist. If space permits, stand books up in an open/fanned position.
- Once book return bin is empty, clean book bin and drop box chute, then remove gloves as per the guidelines outlined in Appendix A, including *washing your hands immediately* following the glove removal.

After 72 hours:

3.4 Returning books to shelves:

- Place items from book carts on to shelves as per regular procedure, bending your knees to access the low shelves to reduce forward bending.
- Once all required items have been returned to the shelves, remove gloves as per the guidelines outlined in Appendix A, including *washing your hands immediately* following the glove removal.

Related Documents: Occupational Health and Safety Act (OHSA)

Appendix A

How to Remove Gloves

To protect yourself, use the following steps to take off gloves



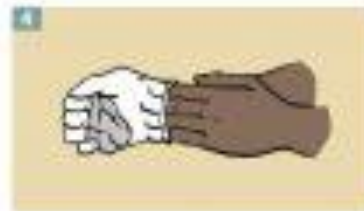
1 Grasp the outside of one glove at the wrist.
Do not touch your bare skin.



2 Peel the glove away from your body,
pulling it inside out.



3 Hold the glove you just removed in
your gloved hand.



4 Peel off the second glove by putting your fingers
inside the glove at the top of your wrist.



5 Turn the second glove inside out, while pulling
it away from your body, leaving the first glove
inside the second.



6 Dispose of the gloves safely. Do not reuse the gloves.



7 Clean your hands immediately after removing gloves.