

Town of Hanna Library Board**COVID-19 Policy: Cleaning and Disinfecting**

In accordance with the Alberta Government “COVID-19 Information: Guidance for Libraries” document (as of June 9, 2020) the Hanna Municipal Library will be taking increased measures to ensure the building is properly cleaned and disinfected regularly for staff and patron safety.

In addition to routine cleaning, increased cleaning and disinfecting protocol will involve:

- Providing hand sanitizer (60% alcohol or higher) for patrons upon entry and exit of the building.
- Providing hand sanitizer (60% alcohol or higher)/handwashing stations for staff to use upon entry/exit of the building, between patron interactions, and before/after the handling of library materials.
- Frequent cleaning and disinfecting of high touch surfaces both inside and outside (ex. Door handles, light switches, sinks, book displays etc.).
- Cleaning and disinfecting of any equipment used by staff or patrons (ex. Public computer stations).
- A 72-hour quarantine, or longer, of all library materials arriving at the library and all library materials that patrons and staff have touched.

All staff will be trained on cleaning and disinfecting protocol, as well as when to use PPE (and what PPE to use), how to properly don and doff PPE, and how to properly dispose of PPE.

Library open hours have been limited to provide staff adequate time to clean and disinfect any shared materials and the building.

The Hanna Municipal Library has limited the use of shared equipment – any equipment used (ex/ keyboards) will be properly cleaned and disinfected before it is returned to use.

All patrons will be required to sanitize their hands and wear a mask upon entering the library.

Approval Date: August 10, 2020

Date for Review: September 2021