

Town of Hanna Library Board**COVID-19 Policy: Handling of Library Materials**

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 safe handling of library materials.

- Staff will sanitize their hands and worksurface before and after handling library materials.
- Staff will have the option of wearing a supplied mask while handling library materials.
- All library materials that have been returned, have been handled by patrons while browsing, and all ILL materials will be quarantined in a designated, closed room for 72 hours.
- Bins of library materials will be marked with the date that they were quarantined and the date they can be safely removed from quarantine.
- Library materials will not be handled during the quarantine period.

Approval Date: August 10, 2020

Date for Review: September 2021