

**Town of Hanna Library Board****COVID-19 Policy: Staff Infection Control**

In accordance with the Alberta Government “COVID-19 Information: Guidance for Libraries” document (as of June 9, 2020) all staff will be trained on COVID-19 Operating Plans and Protocols. This training will include conducting screening and self-assessments, cleaning and disinfecting procedures, and physical distancing requirements. All staff must be cautious and aware of their close interactions and gatherings when not in the workplace, to not endanger their co-workers.

All staff will be required to complete a daily self-assessment and sign-in stating that they are not exhibiting the symptoms of COVID-19 and are able to work. Any staff who become ill will be required to go and/or stay home, get tested, and isolate for 10 days. If such an event should occur, proper cleaning and disinfecting protocol would be followed.

Should any member of a staff person’s household exhibit symptoms of COVID-19 or be diagnosed with COVID-19, staff must notify the Library Director immediately, enter self-isolation, and proceed to be tested for COVID-19.

If any staff should exhibit symptoms of COVID-19 or be diagnosed with COVID-19, all staff will be required to be tested for COVID-19, as a precaution, regardless of if they are exhibiting symptoms. Asymptomatic staff will be denied entry into the library building until they receive their test results and are found to test negative for COVID-19.

In the event that there is not adequate staff to operate the library the library building will be closed to the public with an option for curbside service to be provided.

**Approval Date: August 10, 2020**

**Date for Review: September 2021**