

Oliver Paipoonge Public Library

Category: Operational	Policy number: OP- 19
Policy Title: Handling of Returned Materials during a Viral Pandemic	Initial Policy Approval Date: 09/20
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	Year of Next Review: 2026

The Library may provide modified services during times of publicly declared emergencies such as a pandemic. Services shall be delivered in accordance with an approved Municipal Plan and follow any directives from regulating bodies and authorities. Guidance and/or directives from municipal, provincial and federal authorities will be followed to reduce risk to employees and Library patrons.

The Handling of Returned Materials Policy and Procedures have been developed to implement the Library's Reopening Plan. The Plan was developed in response to the closure of the Library due to the COVID-19 Pandemic.

This Policy and Procedures outlines the handling of returned materials for Library collection items and interlibrary loans to reduce the exposure of infectious disease pandemic.

Responsibilities

- 1. Employer:** The Board shall take every precaution reasonable under the circumstances to ensure the safety of employees as outlined in **Section 25 and 26** of the **Occupational Health and Safety Act (OHSA)**.
- 2. CEO:** The CEO is responsible for training employees in the handling or returned materials, ensuring required personal protective equipment (PPE) is available, having the employees sign off on being trained on the Plan and Policies and Procedures, and to monitor and enforce the procedures.
- 3. Employees:** All employees must follow the outlined procedures.

Personal Protective Equipment (PPE) Requirements

To reduce the risk of infectious disease, employees handling returned Library items shall:

1. Use proper hand sanitation when handling items from the book return and when disinfecting items.
2. If using gloves, put on and take off gloves following the procedure outlined by the Public Health Agency of Ontario: <https://www.publichealthontario.ca/en/videos/ipac-gloves-on>, <https://www.publichealthontario.ca/en/videos/ipac-gloves-off>
3. Follow best practices for reducing the spread of disease (e.g., performing hand hygiene, refraining from touching the face, coughing or sneezing into the elbow).

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Safe Work Procedures

Patrons will be instructed to return all items through the book return bin. Tracking of client's returns and employee handling of the returns will be tracked and recorded.

Removing items from the book return:

1. Straddle the book return bin and using proper lifting technique (e.g., bending knees, keep items close to the body, remove a few items at a time from the return bin). Avoid items touching clothing.
2. Once the book return bin is empty and the bins have been set in place, remove gloves as per the guidelines outlined by the Public Health Agency of Ontario: <https://www.publichealthontario.ca/en/videos/ipac-gloves-off> and/or perform hand hygiene and disinfecting protocols for all items touched which include the book return bin, facility handles, and the return table area.
3. At the end of each shift, all surfaces will be disinfected and a checklist of all surfaces that have been disinfected will be completed by employees.