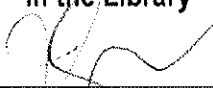


Grey Highlands Public Library

Policy Type: **Operational** Policy Number: **41-20**
Policy Title: **Safety, Security and Emergencies** Policy Approval Date: **Sept.9/20**
in the Library Last Review Date:
Chair Signature  Policy Review Date: **Sept.2021**

The Grey Highlands Public Library Board is committed to providing a safe and secure environment for staff, volunteers and members of the public who use the library. The board also acts to protect and secure library property.

1. The board, Chief Executive Officer (CEO), and library employees share the responsibility to ensure a safe and secure place for the public.
2. The board requires individual staff members to take responsibility for his or her own safety, as well as that of the user.
3. All board members, staff and volunteers will take initiative on public safety issues and will work to solve problems and make improvements on an ongoing basis.
4. The board ensures that funding, time and resources are dedicated to training the staff in safety, security and emergency procedures.
5. The CEO develops written safety and security programs that include procedures, implementation plans, enforcement, and reporting for prevention and mitigation of:
 - a) harassment and violence (see also relevant policies) that compromise the safety and health of staff and the public, including bomb threats, harmful, abusive and dangerous behaviour by individuals, and medical emergencies
 - b) crime, including theft, vandalism, and drug dealing and/or use
 - c) disasters that threaten collections, furniture and equipment, including fire and flood
6. Staff members will enforce the *Library Code of Conduct* in order to ensure safety and security in the library.
7. In accordance to **Ontario Regulation 165/16 Integrated Accessibility Standards**, all emergency procedures, plans or public safety information will be made available to the public in an accessible format or with appropriate communication supports, upon request.
8. Closing the library may be necessary in emergencies or catastrophes including, but not limited to, extreme weather and power failure. The primary consideration is the safety of all persons in the building and on the property. The CEO or designate will determine when to close the library during an emergency or catastrophe.
9. The library cooperates with other agencies responsible for health and safety and local emergency preparedness. (**see Appendix A for time-sensitive requirements related to health, safety and emergencies**)

Grey Highlands Public Library

GHPL Safety, Security and Emergencies in the Library (continued)

Related Documents:

- Grey Highlands Public Library Policy **30-2010 – Policy to prevent Violence, Harassment and Discrimination in the Workplace**
- Grey Highlands Public Library Policy **17-13 – Health and Safety Policy**
- **Occupational Health and Safety Act**, R.S.O. 1990, chapter O.1 **Ontario Regulation 165/16 – Integrated Accessibility Standards**
- CLASS ORDER of the Medical Officer of Health for the Grey Bruce Health Unit made pursuant to s. 22 of the Health Protection and Promotion Act, R.S.O. 1990, c. H. 7 as amended. Date: July 14th, 2020
- Grey Highlands Public Library Board Motion- 36-20: Motion to make wearing of masks in Library mandatory during COVID-19 pandemic.

Appendix A: COVID-19 Emergency: Mandatory face masks

The Grey Highlands Public Library works with other municipal departments, and agencies responsible for health and safety and emergency preparedness. During the COVID-19 pandemic of 2020, the library responded to specific requirements under provincial legislation including regulations as well as to requirements of the local public health unit. As an organization that is permitted to open per *Emergency Management and Civil Protection Act (EMCPA) Ontario Regulation 263/20 – Stage 2 Closures*, our library now has been given a responsibility and additional requirements with respect to implementing mandatory mask use.

1. Under O. Reg 263/20 s.4(2), no member of the public is permitted to enter or remain in the public areas of the Enclosed Public Space ("the library") unless he or she is wearing a mask (see note 1) in a manner that covers their nose, mouth and chin.
2. The exceptions to this requirement under sub-section (1) are:
 - a) Children under two years of age, or children under the age of five years either chronologically or developmentally who refuse to wear a mask and cannot be persuaded to do so by their caregiver;
 - b) Individuals with medical conditions rendering them unable to safely wear a mask, including breathing difficulties or cognitive difficulties;
 - c) Individuals who are unable to apply or remove a mask without assistance, including those who are accommodated under the *Accessibility for Ontarians with Disabilities Act (AODA)* or who have protections under the *Ontario Human Rights Code, R.S.O. 1990, c.H.19, as amended*;
 - d) An employee working in an area of the library that is not designated for public access or working within or behind a physical barrier (e.g., plexiglass)
 - e) Persons who are reasonably accommodated by not wearing a mask or face covering under the Ontario Human Rights Code.
 - d) A person who is engaged in a public speaking event or conducting a ceremony can choose to not wear a mask if standing in an area of the space that is separate from the public attending the event. It is recommended that the person use a microphone to project their voice to reduce the risk of respiratory droplets being spread and not participate in any singing or chanting. The person public speaking or conducting a ceremony should stand at least 2 metres from the people in attendance and if there is more than one public speaker, they should be spaced at least 2 metres apart from each other and not be facing each other.
3. Implementation of the policy should be enacted and enforced in 'good faith' and should be primarily used as a means to educate people on Mask use in public spaces.
4. No person shall be required to provide proof of any of the exemptions set out in sub-section (2). Or refused entry into the library if unable to wear a mask, however entry will be arranged by special appointment at the end of public service hours for the protection of other visitors and staff (see also #5)
5. For their own protection, Staff may have to limit library service to individuals who refuse to wear a mask. Examples include: staff assistance and support when using public computers and item #4 above.
6. Employees of the Library will follow guidelines regarding wearing of masks in non-public spaces and during times when the library is not open to the public
 - a. When the library is closed to the public staff are not required to wear masks provided physical distancing can be achieved
 - b. When staff are working together in high traffic library spaces, or working on tasks that require close proximity, masks are required
 - c. Staff may also temporarily remove their mask when necessary for the purpose of:
 - a) consuming food or drink
 - b) for any emergency or medical purpose
7. Those individuals removing their masks for extended periods of time and outside of the temporary exemptions outlined in sub-section 4 will receive a verbal reminder from our staff of the requirement to wear a mask as a result of this policy.

Grey Highlands Public Library

8. The library will post the following information at every public entrance using prominent and clearly visible signage:

All persons entering or remaining in these premises must wear a mask that securely covers the nose, mouth, and chin as required by the Medical Officer of Health under the authority of the *Emergency Management and Civil Protection Act (EMCPA)* Ontario Regulation 263/20. (See exemptions)

9. In addition to the face mask requirement, the library will have an alcohol-based hand rub at all entrances and exits for the use of all persons entering or exiting the establishment.
10. Library staff will be trained in the requirements of this policy, including all aspects of Appendix A. Train staff on the policy including how to respond if various circumstances:
- patron/visitor arrived without a mask because they forgot or don't have one
 - patron/visitor who is exempt from wearing a mask
 - patron/visitor wanting more information about the policy and bylaw
 - patron/visitor who becomes aggressive about the new requirement
 - patron/visitor wanting information about the importance of wearing a mask or the science on the use of masks
 - patron/visitor asking about the availability of alcohol-based hand sanitizer (70-90% alcohol concentration)
 - patron/visitor who wants to know if they can be fined.
11. A copy of this entire policy, including Appendix A, will be available, upon request, to the public and to a Public Health Inspector or other person authorized to enforce the provisions of the EMPCA.

Note 1: "Mask" means: a cloth (non-medical) mask, medical mask or other face coverings, (e.g., bandana, a scarf or cloth), for filtering respiratory droplets that covers the nose, mouth, and chin