

**STAFF REPORTING PERSONAL HEALTH CONCERNS**

**Standard Operating Procedure #4**

The health of staff and customers is the most important concern to Vaughan Public Libraries during a pandemic event. Staff are advised if they display symptoms or have been in close contact with someone who has COVID-19, to complete a self-assessment of COVID-19 before coming to work. The self-assessment can be found at:

<https://covid-19.ontario.ca/?utm_source=Google&utm_medium=CPC&utm_campaign=COVID-19&gclid=EAIaIQobChMIovOtnZ2o6QIVyJ6zCh1amAzlEAAYASAAEgK2V_D_BwE>

If you find that you need to self-isolate as advised by the self-assessment or by any health authority, please do not enter the library. Also alert your Manager or the Person in Charge as soon as possible to discuss.

**What should I do if I experience symptoms of COVID-19 while I am at work?**

* Immediately put on a mask (mandatory if you have symptoms)
* Report your condition to the PIC while maintaining physical distancing
* Tell the PIC the locations of the library you have been to earlier that day
* Tell the PIC where and what are the materials you handled earlier that day
* If you are packing materials for curbside pickup, please pass the scheduled list (digitally) to the PIC and tell the PIC which are ready for pickup or already picked up
* Go home and self-isolate
* If necessary, contact your health provider, York Region Public Health at 1-800-361-5653 or Telehealth Ontario at 1-866-797-0000

**I am the PIC, what should I do if staff reported to me that they cannot work due to COVID-19?**

* If you are alerted to the situation while staff are still at home, do the following:
* Ask the staff person which areas of the library they worked at within the library for the past 2 days
* If the work area was in a room, close the door and isolate for 24 hours. If it was in public area, guard off the area (approx. 144 sq. ft.) with no staff access for 24 hours if possible.
* Notify the Manager and Staff Engagement. The Manager will arrange for deep cleaning and disinfection after 24 hours of isolation.
* If you are alerted to the situation when the staff person is sick at work, do the following:
* Maintain physical distancing
* Make sure you both are wearing masks and gloves
* Collect the following information:
	+ - Which work areas have they been at within the library that day and possibly the day before
		- Confirm if they have had close contact (less than 6 feet) with any other staff within the past 48 hours
	+ Complete the internal report of staff injury and illness
	+ Advise the sick staff person to return home and self-isolate
	+ Advise the staff person, if necessary, to contact their health provider, York Region Public Health at 1-800-361-5653 or Telehealth Ontario at 1-866-797-0000
	+ See to the staff leaving the library while maintaining physical distancing
	+ After the staff has left, if the staff’s work area is in a room, close the door and isolate for 24 hours. If the work area is in the public area, guard off the area of approximately 144 sq. ft. for no staff access for 24 hours if possible
	+ Notify the Manager and Staff Engagement. The Manager will arrange for deep cleaning and disinfection after 24 hours of isolation

**I am the PIC, what should I do if staff reported to me that they cannot work due to COVID-19 and they were scheduled to work on curbside service?**

* If the staff person was scheduled to work on the prep day
* Call the backup staff to fill in
* Ask staff for list of customers they were planning to gather materials for.

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* If the staff person was scheduled to work on the pickup day
* Backup is not needed.
* Ask the staff person where are the completed bags that are ready for pickup as these will have to be isolated for the required minimum period of time. Also ask for a list of scheduled customers.
* Call the customers who are scheduled with the sick staff, tell them that the pickup needs to be rescheduled for one week later. Materials will not be available for pickup until the following week. (The materials need to be isolated before handing over to the customers).

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