

Safety Plan and Risk Assessment for Mission Branch During the COVID-19 Pandemic

Mission Branch remains closed to the public, but staff are in the branch to process materials and provide Curbside pick-up for patron holds. Below is an outline of the COVID-19 transmission risk factors identified, along with the measures taken to mitigate those risks. This safety plan will be updated regularly, based on staff input.

Date of Risk Assessment: May 19 and 20, 2020

Location of Risk Assessment: Mission Branch ORL

Task	Possible Route Exposure?	Risk Level?	Control Measure	Action by when?	Done
Staff entrance; door handle; alarm keypad.	Contact	Low	Sanitizer station set up at entry. Wash hands. Ensure only one person in entry space at a time.		
Locking/unlocking book drop box from outside.	Contact	Low	Sanitize book drop with wipes and/or wash/sanitize hands.		
Handling book bin before or after book quarantine period.	Contact	Low	Gloves required when handling book bins and/or removing books that have not been quarantined for 72 hours.		
Moving (walking; dancing) inside branch.	Airborne	Moderate	Total staff limited to five in branch. Taped pathways and work zones to		

			maintain 2m separation. Staff communication: “I need to get over there. Can you move?”		
--	--	--	--	--	--

Task	Possible Route Exposure?	Risk Level?	Control Measure	Action by when?	Done
Shelving books	Contact + Airborne	Low- Moderate	Sanitize cart before and after use. Maintain 2m separation through taped pathways and staff communication.		
Holds checkout work zone	Contact + Airborne	Low- Moderate	Sanitize work zone surfaces before and after use. Maintain 2m separation through taped work zones and staff communication.		
Passing holds to patron.	Airborne	Moderate	2m separation to be maintained between staff and patrons. Exterior signage and taped line up and pick up area.		

Task	Possible Route Exposure?	Risk Level?	Control Measure	Action by when?	Done
Staff washroom	Contact + Airborne	Low-Moderate	Door propped open for access to hand washing sink (unless someone is in washroom). Sanitize surfaces (door handle, etc.) before and after use.		
Staff lunchroom	Contact + Airborne	Low-Moderate	Alternating breaks to limit one person in lunchroom at a time. No shared cutlery or dishes. Sanitize surfaces before and after use.		
Van delivery	Airborne	Low	Move book box drop off location closer to staff entrance door. Taped pathways to maintain 2m separation.		