



Library Space Use Working Group Report

Version 2.2

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Recommended occupancy limits

This working group recommends that occupancy limits are informed by seating capacity, as opposed to a certain number of people per square meter of space, which in effect is the lower of the two calculated limits. Our occupancy limits suggested here are equivalent to the number of seats available when furniture is reconfigured to be physically distant and are inclusive of both student and employee occupants. Due to the limited access to washrooms and common areas, we recommend that technical services staff should work from home as much as possible.

- 50-person occupancy for Kelowna Campus Library (including max. 30 students)
- 20-person occupancy for Salmon Arm Campus Library
- 25-person occupancy for Penticton Campus Library
- 25-person occupancy for Vernon Campus Library

Recommended library floor plans

There are many similar decisions made for all of the library floor plans. In all campus libraries, bookshelves are off limits except to library staff. Tables, carrels and computer stations are rearranged so as to be physically distanced (2 meters apart). One directional traffic flow is indicated wherever possible. Group study rooms are closed or used for one-on-one consultations with a librarian. Plexiglas is installed at circulation and/or reference desks to provide a physical barrier between staff and library users. Physically distanced markers will guide library users when lining up for help at a library desk. Please refer to the layout maps in [Appendix 2](#) for more details.

Recommended library hours

The recommended hours listed below for each campus library refer to hours during which the facility will be available for use by students; some library services may not be available during all open hours. Open hours are dependent on availability of library employees and also on other factors, such as availability of Security and regular cleaning.

- Kelowna: Monday-Friday, 8-6; Saturday, 11-3
- Penticton: Monday-Friday, 8-7; Saturday, 9:30-5:30
- Vernon: Monday-Thursday, 9-6; Friday, 9-4; Saturday, 10-3
- Salmon Arm: Monday-Thursday, 10-6; Friday, 9-4; Saturday, 10-2

Student protocols

- Students will book a seat in the library ahead of time, using the LibCal system; should students arrive on campus without an appointment and wish to access the library, there will be a mechanism to permit them to make an appointment on site, assuming space is available
- Students will sanitize their hands prior to entering the library and upon leaving
- Upon entering, students will “check in” at the library desk and will receive from staff a laminated sign for their workstation
- Students will maintain physical distancing at all times within the library
- Upon leaving, students will leave their laminated sign at their assigned workstation, indicating that the station needs to be cleaned before the next student can use it

Cleaning plan

- **Campus Facilities** will place a hand sanitizing station immediately outside the entrance to each library facility
- **Campus Facilities** to provide Sabre cleaner in a spray bottle. This product is a combined cleaner and disinfectant
- **IT Services** will provide wipes for computers
- **Custodial staff** is scheduled to clean door handles and high touch surfaces twice a day (following current Provincial Health Authority recommendations)
- Training in proper use of cleaners/disinfectants will be provided to all Library Staff
- **Library staff** are responsible for cleaning and disinfecting their own workstations and shared tools – minimally staff will clean and disinfect personal workstations at the start and end of each shift
- **Library staff** will clean/disinfect any shared workstations they use (includes all common touch points). Avoid use of shared workstations whenever possible
- **Library staff** will clean the student workstations with Sabre cleaner and paper towel (computer stations with a sanitization wipe) after use

Recommended changes to avoid excess cleaning

- Removal of pens and paper by student computers
- Removal of newspapers
- Removal of paper cutters, staplers, whole punchers (available upon request)
- Removal of soft furnishing (such as the two green chairs in Penticton)
- No food or open drinks in the library (for library patrons)
- Do not lend pens, pencils, whiteout etc. to students. Students need their own supplies
- Library staff should have their own station for pens, pencils, scissors etc. Do not use other staff's items. (However, scissors could be cleaned with wipes before and after each use)
- Replace soft furnishing chairs from the circulation terminals (soft furnishing cannot be cleaned)
- Staff use their own space for storage of their items and lunch etc.
- Staff use their own computer station wherever possible
- Limit exchange of paperwork and files
- Keep interior doors open whenever possible
- No shared use of beverage cups/cutlery/plates

Recommended personal hygiene practices

- No handshaking, hugs or other physical contact
- Cough or sneeze into sleeve
- Stay home when sick
- All staff, students and other occupants of the Library will be required to follow the College's Use of Masks/Face Coverings on Campus policy, which requires the use of masks when appropriate physical distancing cannot be maintained
- Staff should regularly perform hand hygiene (washing or using sanitizer):
 - When they arrive at work and before they go home
 - Before and after any breaks
 - Between different work spaces (e.g., outdoor-indoor transitions)
 - Before and after eating and drinking

- After using the toilet
- After handling common resources, equipment or supplies
- After sneezing or coughing into hands
- Whenever hands are visibly dirty
- After contact with body fluids (i.e., runny noses, spit, vomit, blood)
- After cleaning tasks
- After removing gloves
- After handling garbage
- (Modified from <https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-guidance-k-12-schools.pdf>)

Signage for the library

Signage to encourage social distancing and prevent the spread of COVID-19 must be clearly displayed. Signage must include occupancy limits, measures for the prevention of spread of COVID-19, symptoms of COVID-19, directional arrows (traffic flow for visitors and staff), designated waiting spots (floor decal or sign holders), cleaning instructions. Please use signage available from OC Public Affairs.

Signage available for ordering from the Public Affairs Guide is listed in [Appendix 3](#). Need for the following list of signs and decals has been identified.

Signs:

- Entrance only - P12
- Exit Only - P14
- Help prevent the spread of covid-19 (hand washing) - P2
- Help prevent the spread of covid-19 (symptoms) - P4
- Help prevent the spread of covid-19 (cover cough) - P3
- Help prevent the spread of covid-19 (occupancy limits) - P8
- Limit of one occupant - P5
- Limit of one rider per car - P6
- Physical distancing - P18
- Two-way staircase - P9
- Two-way traffic - P15
- Wipe equipment before and after use - P11

Decals:

- Directional arrow - D2
- Entrance - D4
- Exit - D5
- Max 1 - D3
- Stand Here - D6

Work cohorts

We have come up with the following recommendations for creating and operating within work cohorts for all staff, including library student pages, IT student monitors and Learning/Success Centre student peer tutors.

- reduce the overall number at the workplace at one time
- promote working from home as much as possible
- organize staff into cohorts and stagger shifts scheduled for time working from home and time at the workplace by either splitting days in half (morning/afternoon) or alternating days
- establish and post occupancy limits around work areas and break rooms, washrooms, elevators and other small spaces
- mark traffic flow through hallways and rooms
- limit each workstation to use by one staff person, and discourage workers from using other workers' phones, desks, offices, or other work tools and equipment
- mark 2 meters around each personal work station to assist with proper physical distancing
- where possible, prop doors open to improve ventilation and avoid the use of high-touch handles
- minimize the items on work desks and tables to allow for more thorough and regular cleaning
- stagger arrival times and breaks to make use of entryways and breaks rooms easier
- in Kelowna, use space on the third floor to supplement work or break rooms
- limit in-person interactions with those not in the same cohort, those in other departments (facilities staff, security, etc.) and contractors from outside the college (for example, printer maintenance technicians)
- encourage the continued use virtual meeting tools in place of meeting in person when feasible
- when in-person interactions are necessary, schedule and plan to ensure proper physical distancing and check with the campus librarian to make sure they are aware; physical barriers will be installed and/or face masks worn when physical distancing cannot be maintained

Protocol for inter-campus deliveries

One known regular interaction with people from outside the library will be stores deliveries. We recommend some established procedures to minimize impact. Following the first bullet point, the same procedures can be applied to processing returns of library material.

- negotiate a scheduled time for deliveries and plan to allow for physical distancing
- wear gloves (provided) to process materials OR sanitize hands before and after
- masks are strongly recommended when physically distancing cannot be maintained
- remove items from bins/boxes and place items on book cart
- process library materials
- clean items that can be sanitized using wipes (such as DVDs), and put away
- place all other items back on book cart and **clearly label the cart with date received**
- **quarantine for 72 hours**
- sanitize workstation
- shelve materials after 72 hours of quarantine

Use of staff common areas

- Kettle, handles of fridge, microwave or other shared appliances as well as the table surface must be cleaned with a sanitization wipe or cleaning spray and paper towel before and after each use
- Staff should have their own utensils, plates and cups, which they take home to clean
- Staff should not eat or drink in a public area or at their desk
- Staff must maintain the recommended physical distancing
- Spaces that do not adequately accommodate physical distancing will be limited to single person occupancy

Appendices

Appendix 1 – websites used for referral

<https://www.worksafebc.com/en/resources/health-safety/checklist/covid-19-safety-plan>

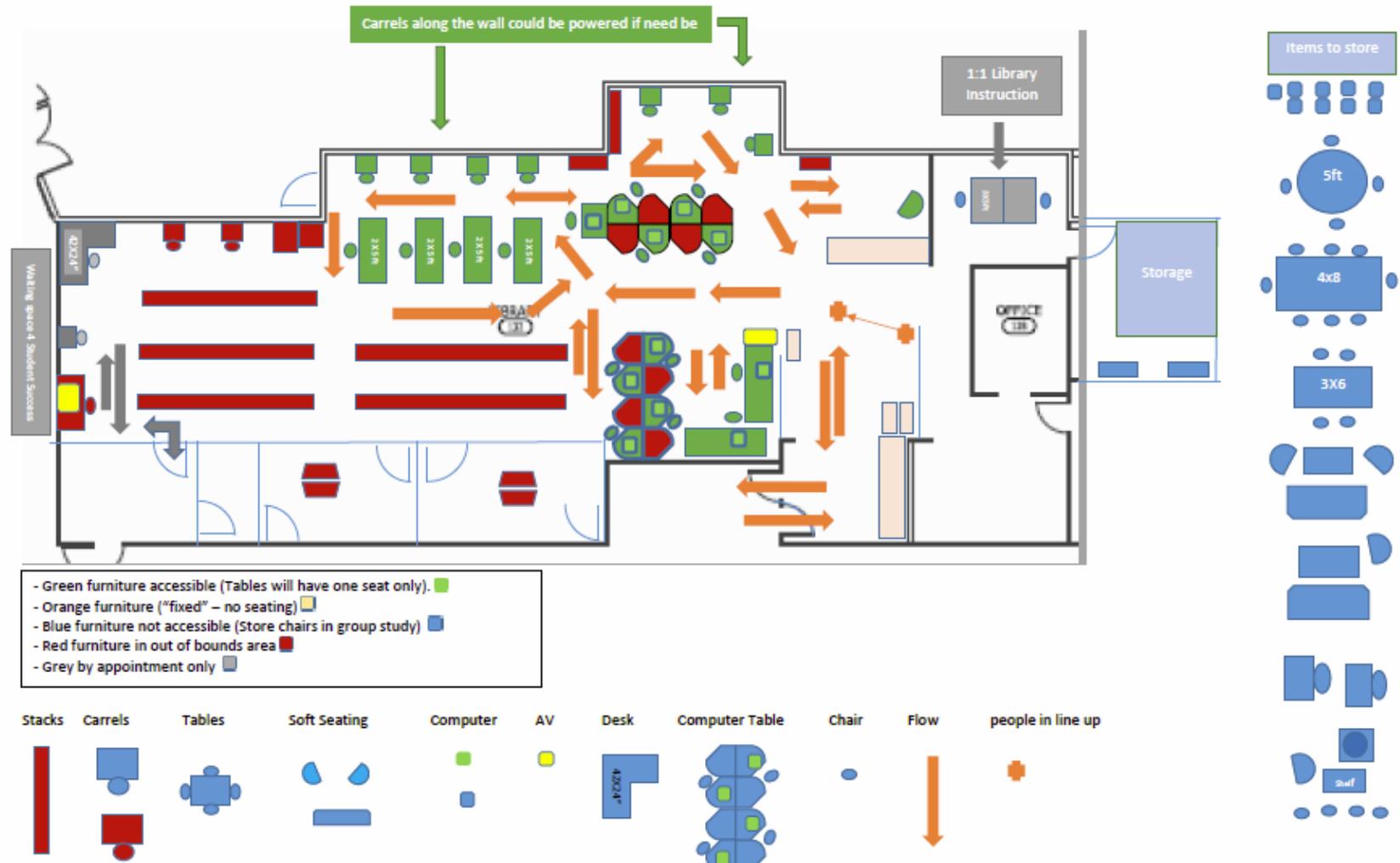
<https://www2.gov.bc.ca/assets/gov/residents/sports-and-recreation/arts-culture/public-libraries/guidance-public-libraries-restoration-of-services.pdf>

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/arts-and-cultural-facilities>

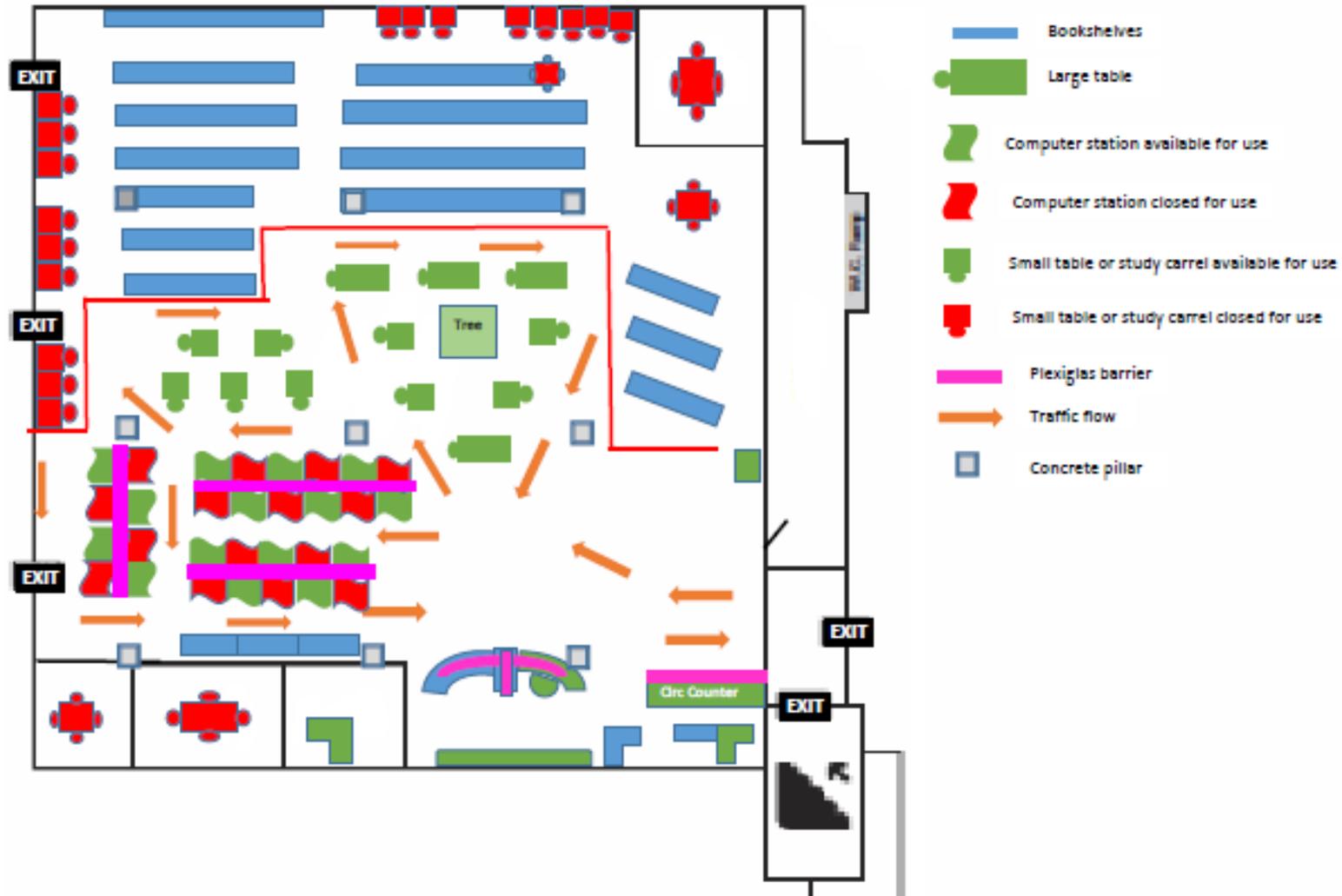
<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/bc-restart-plan#guidelines-social-interaction>

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>

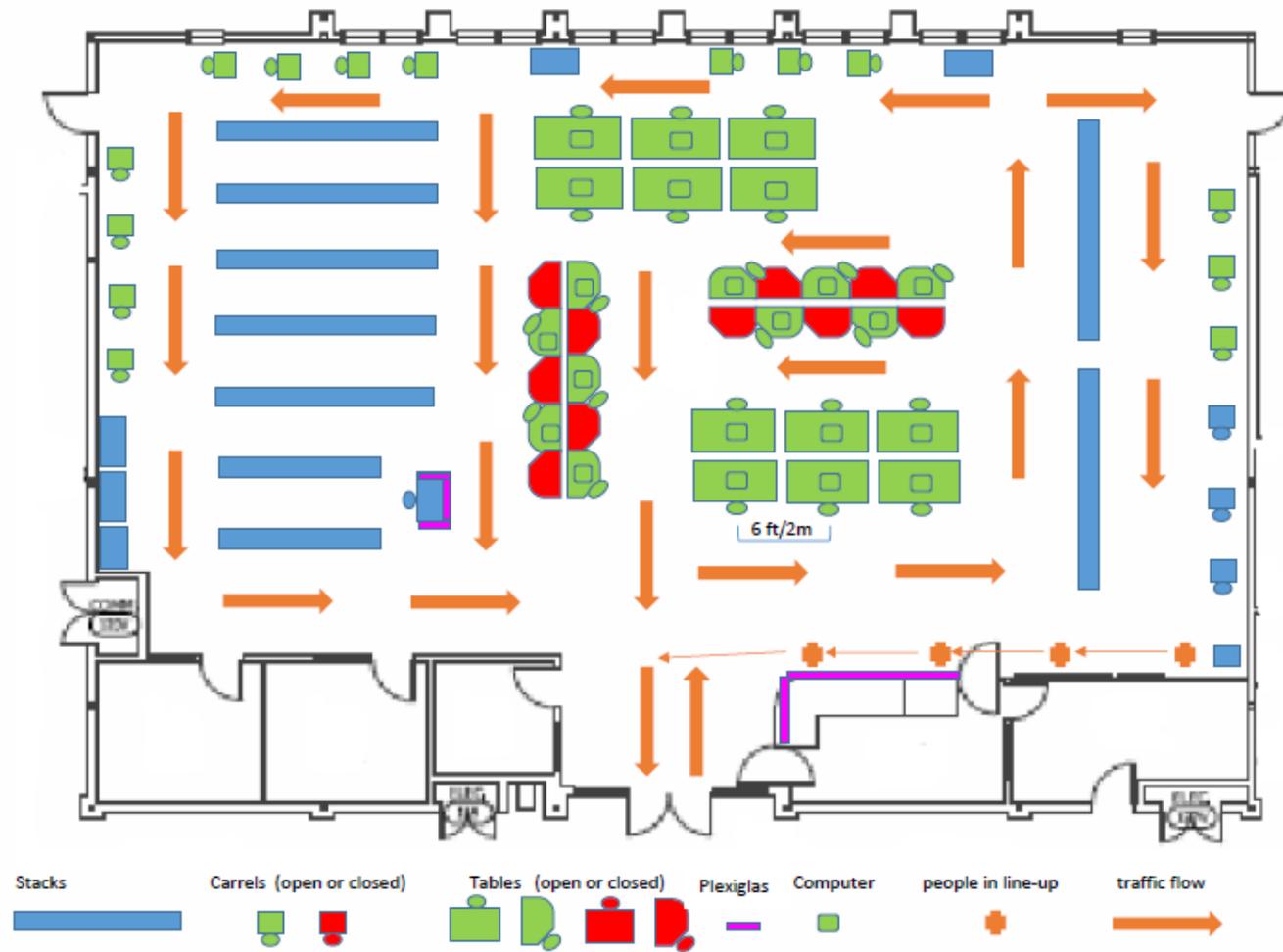
Appendix 2 – Library floor plans Salmon Arm Campus Library



Vernon Campus Library



Penticton Campus Library



Appendix 3 – Signs and decals available

PROTECT AGAINST COVID-19



Clean regularly touched items and surfaces.



PROTECT AGAINST COVID-19

Help prevent the spread of COVID-19

Wash your hands often with soap and water for 20 seconds. If soap and water aren't available, use an alcohol-based hand sanitizer.

Wash your hands:

- When you arrive at work
• Before and after going on a break
• After using the washroom
• After handling cash or other materials that have come into contact with the public
• Before and after handling shared tools and equipment
• Before and after using masks or other personal protective equipment



PROTECT AGAINST COVID-19

Help prevent the spread of COVID-19

Cover coughs and sneezes



Cough or sneeze into your sleeve, not your hands. Avoid touching your face with your hands.



OR

Cover your mouth and nose with a tissue and put your used tissue in a wastebasket.



Wash your hands with soap and water for at least 20 seconds.



OR

Clean hands with alcohol-based hand sanitizer.



PROTECT AGAINST COVID-19

Help prevent the spread of COVID-19

Please do not enter this workplace if you:

- Have any of the following symptoms:
- Fever
- Chills
- New or worsening cough
- Shortness of breath
- New muscle aches or headache
- Sore throat
• Have travelled outside of Canada within the last 14 days
• Are a close contact of a person who tested positive for COVID-19

Please wash your hands or clean them with hand sanitizer before and after your visit. Please maintain physical distancing of 2 metres.

If you are displaying symptoms of COVID-19, refer to HealthLink BC at 811.



PROTECT AGAINST COVID-19

Limit of one occupant



To maintain physical distancing of 2 metres (6 feet), washroom usage should be restricted to ONE PERSON at a time.



Knock before entering to determine if the washroom is occupied. Wait 2 metres (6 feet) away from the door until the washroom is empty.



Loudly respond 'occupied' if someone knocks on the washroom door while you are inside.



Wash your hands thoroughly before leaving the washroom.



PROTECT AGAINST COVID-19

Limit of one rider per car

Take the stairs when possible.

Due to the size of this elevator, there should only be ONE PERSON on the elevator at one time.

Keep a distance of 2 metres (6 feet) from others while waiting.

Avoid touching your face, mouth and eyes after touching the buttons.

Immediately wash your hands with soap and water or use alcohol-based hand sanitizer after exiting the elevator.



PROTECT AGAINST COVID-19

When possible, use touchless water bottle refill station.



To ensure your safety, avoid drinking directly from water fountain.



When possible, use touchless water bottle refill station. The water bottle should not contact nozzle when refilling.



If push bar/button is used to activate fountain, thoroughly wash hands with soap and water or alcohol-based hand sanitizer after use.



PROTECT AGAINST COVID-19

Help prevent the spread of COVID-19

In order to reduce risk of exposure to the virus that causes COVID-19, we are limiting the number of people in this space.

Address/room/space: _____

Occupancy limit: _____ people



PROTECT AGAINST COVID-19

Two-way Staircase Keep to the right



Thank you for your understanding.



PROTECT AGAINST COVID-19



Wash your hands often

with soap and water for at least 20 seconds or use alcohol-based hand sanitizer.



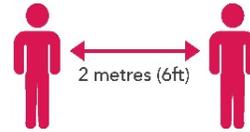
PROTECT AGAINST COVID-19



Wipe equipment before and after use.



PROTECT AGAINST COVID-19



Thank you for physical distancing



PROTECT AGAINST COVID-19

Do not use this equipment

Thank you for your understanding.



PROTECT AGAINST COVID-19

Exit Only

Thank you for your understanding.



PROTECT AGAINST COVID-19

Two-way traffic Keep to the right

Thank you for your understanding.



PROTECT AGAINST COVID-19

Entrance Only

Thank you for your understanding.



PROTECT AGAINST COVID-19

Knock first before entering/exiting

Thank you for your understanding.



PROTECT AGAINST COVID-19

No Entry

Thank you for your understanding.



PROTECT AGAINST COVID-19

Keep our community safe

Stay home if you are feeling unwell.

Please do not enter this building if you have travelled out of country recently, had close contact with someone who has symptoms of COVID-19, or if you are feeling unwell, and/or have any of the following symptoms:



- Fever
- Difficulty breathing (shortness of breath)
- Cough
- Sore throat
- Runny nose
- Muscle aches

This is not a complete list of possible symptoms. If you are experiencing any symptoms or you think you were exposed to COVID-19, immediately self-isolate and consult the BC COVID-19 symptom self-assessment tool found at bc.ca/health or call HealthLink BC at 811 for more information.

If this is an emergency, contact Security at:

- Kelowna and Salmon Arm Campuses (250) 317 2435
- Kamloops Campus (250) 490-3070
- Vernon Campus (250) 307 4574

Advise them of your symptoms.



PROTECT AGAINST COVID-19

Protect yourself and others



Cough and sneeze into a tissue or elbow.



Wash your hands often with soap and water or alcohol-based hand sanitizer.



Avoid shaking hands.



Keep your distance.



Stay home if you are ill.



PROTECT AGAINST COVID-19

DOWN ONLY Staircase



Thank you for your understanding.

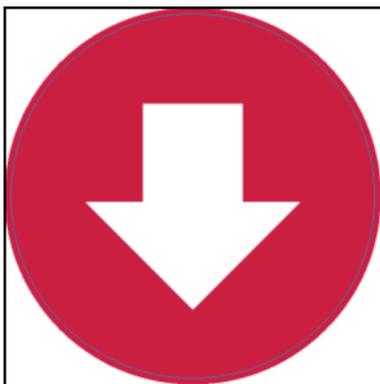


PROTECT AGAINST COVID-19

UP ONLY Staircase



Thank you for your understanding.



[<Return to Signage>](#)