

Madawaska Valley Public Library Policy Manual

Policy Type: Operational

Policy Number: OP-02

**Policy Title: Safety, Security and
Emergencies in the Library**

Initial Approval Date: May 30, 2012
Last Review/Revision Date: July 2020
Review Date: 2024

The Township of Madawaska Valley Public Library Board (the Board) is committed to providing a safe and healthy work environment for staff members, volunteers, and members of the public. The board also acts to protect and secure the library's property.

1. The Board, the Chief Executive Officer (the CEO) and library staff and volunteers share the responsibility to ensure a safe and secure workplace.
2. The *Ontario Occupational Health and Safety Act and Regulations*, R.S.O. 1990, c. O.1 (OHSA) imposes a legal duty on employers and on supervisors for ensuring the well-being of workers under their supervision and to take reasonable measures to protect their safety. The Board designates the CEO as supervisor, in accordance with OHSA.
3. The Board requires each individual staff member to take responsibility for his or her own health and safety, as well as that of the library user.
4. All board members, staff members, and volunteers will take initiative on public safety issues and will work to solve problems and make improvements on an ongoing basis.
5. The Board ensures that funding, time, and resources are dedicated to training the staff members in safety, security, and emergency procedures.
6. The CEO develops safety and security *programs* that include procedures, implementation plans, enforcement, and reporting for prevention and mitigation of:
 - a) harassment and violence that compromise the safety and health of staff members, volunteers, and the public, including bomb threats, harmful, abusive and/or dangerous behaviour by individuals, and medical emergencies (*see HR-07, HR-08, HR-09*);
 - b) crime, including theft, vandalism, and drug dealing and/or use;
 - c) disasters that threaten collections, furniture and equipment, including fire and flood.
7. The Library strives to maintain a safe and healthy environment for its clients and staff members. The CEO develops programs for safe work practices, including WHIMS, ergonomics, harassment, and indoor air quality:
 - a) All persons are encouraged to be mindful and respectful of the sensory comfort of other library users and staff members
 - b) No one shall exhibit bodily hygiene or strong perfumes / colognes so offensive as to constitute a nuisance to other library clients and staff.

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6. 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.
7. Working alone describes a situation where a person is the only staff member in the library, or where the staff member does not have direct contact with a co-worker. In this instance, the staff member refers to paid staff. The Board directs the CEO to develop a plan for working alone. The plan will identify the occupational hazards, procedures for personal safety, special training, and securing emergency assistance in the event of an incident when working alone. In addition:
 - a) All staff members will be made aware of potential risks and will be trained on procedures when working alone
 - b) Staff members will not work alone in the library without the prior consent and knowledge of the CEO.
8. Staff members will enforce the Library Code of Behaviour in order to ensure safety and security in the library. (See OP-04 Public Code of Conduct.)
9. 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.
10. 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.)

Related Documents:

Occupational Health and Safety Act, R.S.O. 1990, c. O.1 (Last amendment: 2018)

Ontario Regulation 165/16 Integrated Accessibilities Standards

Policy Number OP-04 Public Code of Conduct

Policy Number HR-07 Workplace Harassment and Discrimination

Policy Number HR-08 Prevention of Workplace Violence

Policy Number HR-09 Health and Safety

Policy Number HR-17 Meeting the Requirements of the AODA Regulations

Policy Number OP-17 Meeting the Requirements of the AODA Regulations

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Appendix A

COVID-19 Emergency: Mandatory Face Masks

The Madawaska Valley Public Library (the Library) works with other 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).
3. No person shall be required to provide proof of any of the exemptions set out in sub-section (2).
4. Individuals are permitted to temporarily remove their mask when necessary for the purpose of:
 - a) consuming food or drink;
 - b) for any emergency or medical purpose.

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5. 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.
6. 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.

Toutes les personnes qui entrent ou restent dans ces locaux doivent porter un masque qui couvre solidement le nez, la bouche et le menton, comme l'exige la Médecin chef en santé publique en vertu de la Loi sur la protection civile et la gestion des situations d'urgence (LPCGSU), Règlement de l'Ontario 263/20.

7. 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.
8. Library staff will be trained in the requirements of this policy, including all aspects of Appendix A.
9. 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 securely covers the nose, mouth, and chin and is in contact with the surrounding face without gapping.