

COVID LIBRARY PROCEDURE FOR PARENTS – IN-OFFICE

COVID-19: Health and safety of our community and staff our top priority

Parent Members:

1. Must have a current library membership form signed before borrowing.
2. Parents can borrow a maximum of 5 items.
3. Cleaning instructions and library borrowing procedure will be provided.

Curbside pick-up Item(s) from Office/Library

1. Parents may choose toys/resources* via:
 - a. online L4U system on our CCS website by phoning the office
2. Reservations must be made at least *24hrs* before curbside pickup to avoid waiting.
Staff will set aside specific items reserved as indicated on L4U system. Items will be scanned once they arrive to pick up toys/resources. Parents will be encouraged to pick-up within a few days of phoning office. If the parent does not pick up by 4:30pm on the day indicated, their items will be returned to the shelf unless they contact the office.
Library will be open Monday thru Friday office hours
3. CCRR staff are to sanitize their hands and will wear a mask before handing off toys/resources

Parents picking out toys in-office

1. Parents may drop by to browse the library in-person anytime during our CCS opening hours.
2. Parents and children will sanitize their hands when they enter the Library.
3. Parents will “look with their eyes only” and encourage their children to do the same. Staff will take items off shelves and open bins for parents and children to take a closer look.
4. If another client comes to use the library when another client is in the library they will need to wait until the first person/family group is done.

Toy Drop-off/Pick up at Library

1. Parent member will ring the back doorbell and they will bring toys in and place on table
2. Toys will be sanitized by clients according to current Ministry of Health/CDC guidelines.
3. Items will be labeled with the date and time items were dropped off. Items will be scanned in and sit for 72 hours before they are moved back in to circulation.
4. Staff will sanitize all touched objects and surfaces areas before and after toys are dropped off.

COVID-19 viruses can survive on surfaces from several hours to days depending on several factors.

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus->

[infection/health-professionals/assumptions.html#a5](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/assumptions.html#a5)

Staff and members will follow physical distancing procedure as per BC Centre for Disease Control. <http://covid-19.bccdc.ca/>

Staff will wear a mask* when interacting with a member/client.

***CCS will provide hand sanitizer.**