
COVID Procedure for Parents Using Library: Fall 2020

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.

Pick-up Item from Office/Library

1. Parents will reserve toys/resources* via:
 - a. online L4U system on our CCS website or
 - b. by phoning the office

*only items that can be cleaned according to CDC can be borrowed (e.g. puppets, cardboard puzzles/games, felt board stories, felt food and any similar items **cannot** be borrowed by parents.)

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. Items will be set on a table ready to go on the next available pickup day (Tuesday or Friday).
3. 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.

Pick-up Items from Office Reception- Once Items are set aside

1. Toys/Resources will be ready for curbside pick-up on Tuesday or Friday.
2. CCRR staff are to sanitize their hands and will wear a mask before handing off toys/resources

Toy Drop-off/Pick up at Library

1. Parent member will ring the back doorbell and they will leave toys on the back table
2. Toys will be sanitized according to current Ministry of Health/CDC guidelines.
3. Toys will be left on the outside table and staff will bring toys into office. Parents are not to enter the office.
4. Items will be labeled with the date and time items were dropped off. Items will sit for 72 hours before they are moved back in to circulation – toys/resources must be scanned back in at the end of the day that the toys are dropped off.
5. Bathroom is not open to the public.
6. Staff will sanitize all touched objects and surfaces areas before and after toys are dropped off.

“The virus has been detectable up to four hours on copper, up to 24 hours on cardboard and up to two to three days on plastic and stainless steel “from the <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/assumptions.html>

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 staff with hand sanitizer.