

Trent Lakes Public Library



Policy Type:	Operational	Policy Number:	OP - 02
Policy Title:	Safety, Security, Health and Emergencies in the Library	Initial Policy Approval Date:	October 2019
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		Year of Next Review:	2021

The Trent Lakes Public Library Board is committed to providing a safe and secure environment for staff, volunteers and members of the public who use the library. The board also acts to protect and secure library property.

1. The board, Chief Executive Officer (CEO), and library employees share the responsibility to ensure a safe and secure place for the public.
2. The board requires individual staff member to take responsibility for his or her own safety, as well as that of the user.
3. All board members, staff and volunteers will take initiative on public safety issues and will work to solve problems and make improvements on an ongoing basis.
4. The board ensures that funding, time and resources are dedicated to training the staff in safety, security and emergency procedures.
5. The CEO develops safety and security programs that include procedures, implementation plans, enforcement, and reporting for prevention and mitigation of:
 - a) harassment and violence (see also relevant HR policies) that compromise the safety and health of staff and the public, including bomb threats, harmful, abusive and dangerous behaviour by individuals, and medical emergencies
 - b) crime, including theft, vandalism, and drug dealing and/or use
 - c) disasters that threaten collections, furniture and equipment, including fire and flood
6. Staff members will enforce the *Library Code of Behaviour* in order to ensure safety and security in the library. See Appendix A of this policy
7. In accordance to **Ontario Regulation 191/11 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.
8. 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.
9. The library cooperates with other agencies responsible for health and safety and local emergency preparedness.

OP-02 Safety, Security and Emergencies in the Library (continued)

Related Documents:

- Trent Lakes Public Library Policy **HR-07 – Human Rights: Discrimination and Workplace Harassment.**
- Trent Lakes Public Library Policy **HR-08 – Prevention of Workplace Violence**
- Trent Lakes Public Library Policy **HR-09 – Health and Safety for Staff**
- Trent Lakes Public Library Policy **OP-15 – Meeting the Requirements of the AODA Regulations**
Occupational Health and Safety Act, R.S.O. 1990, chapter O.1
Ontario Regulation 191/11 Integrated Accessibilities Standards s. 13

Safety, Security and Emergencies in the Library

Appendix A – Library Code of Behaviour

Library Code of Behaviour

We ask for your cooperation in maintaining a safe and welcoming place for everyone to enjoy. Please follow these rules and the Library staff will make every effort to apply them fairly:

- Speak and work quietly. Use only respectful and acceptable language.
- Ask us for assistance if you find the behaviour of others is disruptive. If we ask you to modify your disruptive behaviour on library premises and you choose not to, you will be required to leave on the basis of the Ontario *Trespass to Property Act*.
- Attend to and supervise children or other individuals in your care.
- Use library materials, computers, equipment and furniture with care and only for their usual purpose.
- Share seating, workstations and tables with others.
- Ask us before you post or distribute materials and before you solicit or engage in commercial activity in the library.
- Enjoy cold food and covered drinks in designated areas of the library.
- If you break any laws we will call the police.
- We welcome your guide and /or service animals in the library.

When a breach of the Rules of Conduct occurs, the Library has discretion in determining whether a person will be excluded, the time period of the exclusion, and will take into consideration the severity of the misconduct, the circumstances surrounding the incident and any mitigating factors.

Appendix B: COVID-19 Emergency: Mandatory face masks

The Trent Lakes Public 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) any emergency or medical purpose
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 B.
9. A copy of this entire policy, including Appendix B, 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.