

## Admaston/Bromley Public Library



Policy Type:	<b>Operational</b>	Policy Number:	<b>OP - 02</b>
Policy Title:	<b>Safety, Security &amp; Emergencies in the Library</b>	Initial Policy Approval Date:	<b>October 2017</b>
		Last Review/Revision Date:	<b>Sept. 15, 2020</b>
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The Admaston/Bromley 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 members 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 written safety and security programs that include procedures, implementation plans, enforcement, and reporting for prevention and mitigation of:
  - a) harassment and violence (see also relevant policies - HR-07, HR-08 and HR-09) 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 *Code of Conduct Policy (OP-17)* in order to ensure safety and security in the library.
7. Working alone describes a situation where a person is the only worker in the library, or where the worker does not have direct contact with a co-worker.
8. The Board directs the CEO to develop a plan for working alone. The plan identifies 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 workers will be made aware of potential risks and will be trained on procedures when working alone
  - b) workers, including student workers and volunteers, will not work alone in the library without being fully trained and without the prior consent of the CEO

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. 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.
11. 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:**

Admaston/Bromley Public Library Policy **HR-07 – Workplace Harassment and Discrimination**  
Admaston/Bromley Public Library Policy **HR-08 – Prevention of Workplace Violence**  
Admaston/Bromley Public Library Policy **HR-09 – Health and Safety for Staff**  
Admaston/Bromley Public Library Policy **OP-15 – Accessibility in the Library**  
**Occupational Health and Safety Act**, R.S.O. 1990, chapter O.1  
**Ontario Regulation 165/16 – Integrated Accessibility Standards**

## Appendix A: COVID-19 Emergency: Mandatory face masks

The Admaston/Bromley 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 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
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.
10. 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.