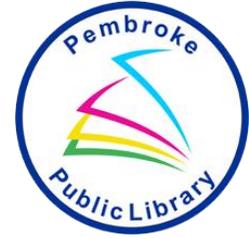

Pembroke Public Library



Policy Type:	Operational	Policy Number:	OP-02
Policy Title:	Safety, Security and Emergencies in the Library	Initial Policy Approval Date:	April 19 th , 2018
Motion #	18:19	Last Review/Revision Date:	July 29 th , 2020
		Year of Next Review:	2021

The Pembroke 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 and procedures) that compromise the safety and health of staff and the public, including 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 and *Pembroke Public Library Behavior policy and procedure*.

Safety, Security and Emergencies in the Library (continued)

7. In accordance with 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.

Related Documents:

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

Appendix A

COVID-19 Emergency: Mandatory face masks

1. Beginning August 10, 2020, all staff, visitors and patrons are required to wear a mask/face covering upon entering and remaining within Pembroke Public Library. The mask/face covering must securely cover the nose, mouth and chin.
2. Temporary removal of the mask/face covering is permitted where necessary while maintaining 2 metres physical distance for the purposes of receiving services or while actively engaging in an athletic or fitness activity.
3. The following persons are exempted from requiring a mask/face covering and will not be required to provide proof of such exemption, any person who:
 - a. is younger than 2 years of age,
 - b. has an underlying health condition that prevents them from safely wearing a mask/face covering,
 - c. is unable to put on or remove their mask/face covering without the assistance of another person,
 - d. is reasonably accommodated by not wearing a mask/face covering under the Ontario *Human Rights* Code, R.S.O. 1990, c.h.19, as amended, or
 - e. is employed by or is an agent of the operator of an enclosed public space and:
 - is in an area of the premises that is not designated for public access, or
 - is within or behind a physical barrier (e.g., Plexiglass).
4. Staff must be informed of their responsibilities under the policy, and how to respond in various circumstances including:
 - a. patron arrived without a mask/face covering because they forgot or don't have one;
 - b. patron who is exempt from wearing a mask/face covering;
 - c. patron wanting more information about the policy;
 - d. patron who becomes aggressive about the new requirement;
 - e. patron wanting information about the importance of wearing a mask/face covering or the science on the use of masks/face coverings;
 - f. patron asking about the availability of alcohol-based hand sanitizer (70-90% alcohol concentration);
 - g. patron who wants to know if they can be fined.
5. Don't judge others for not wearing a mask. Kindness is important as some people may not be able to wear a mask or face covering.
6. This policy has been adapted from the Sample Policy made available from Renfrew County and District Health Unit, which was created in compliance with the directive of the Medical Officer of Health under the authority of the *Emergency Management and Civil Protection Act* (EMCPA) Ontario Regulation 263/20.