

PROGRAMMING GUIDELINES (COVID)

GENERAL

Programs may take place inside the library if the following conditions are met:

1. All programs must be pre-approved by Director of Public Services.
2. First programs of a type conducted must have a risk assessment.
3. Access to the event is controlled; Registration is required for all programs.
4. As per PHO orders of November 19th, all in attendance must wear masks, except for children under 2 years of age, anyone unable to put on and take off their mask without assistance, and anyone with a medical condition that makes mask wearing unsafe. Regarding masks and young children over 2, the BCCDC states: "For young children over the age of two, masks are generally not recommended as they can be irritating and may lead to increased touching of the face and eyes."
5. As per changes to the public health order regarding programs for youth all programs will need to be held during closed hours if you do not have a separate meeting room. Patrons must have left the library a minimum of 10 minutes before new patrons can arrive. The program area contact points must be sanitized prior to any new patrons entering the facility. Patrons must disperse immediately after a program and must not congregate with patrons who are leaving the program or arriving for a subsequent program.
6. If you do have a separate meeting room and wish to run a program during your branch open hours the following applies:
 - a. The meeting room must have its own washroom.
 - b. Attendees must enter and exit through a door separate from the main library entrance.
 - c. The meeting room must be vacant for a minimum of 10 minutes prior to another program occurring.
 - d. Patrons must disperse immediately after a program and must not congregate with patrons who are leaving the program or arriving for a subsequent program.
7. The first and last names and telephone number, or email address, of the patrons who attend the event are required; retain this information for thirty days, in case there is a need for contact tracing on the part of the medical health officer, in which case the information must be provided to the medical health officer.
8. An attendance list must be conducted at each program.
9. The number of patrons is closely monitored; Adhere to the occupancy limits of the building, and that space.

10. There is enough space available to permit the patrons to maintain 2 meters/6 feet from one another; determine the space where program is to occur. Visually mark out bubbles/zones where families are to stay within during the program.
11. The patrons maintain two metres from one another when standing or sitting, unless they belong to the same party.
12. If there are tables provided for the use of patrons, no more than six patrons sit at a table, they must belong to the same party, and there are at least two metres between the backs of the chairs at one table and the backs of the chairs at another table, unless the chairs are separated by a physical barrier.
13. If live performance is provided, or there is a presenter or a presider, one of the following conditions must be met:
 - a) a physical barrier must be installed between the performer, presenter or presider and the patrons which blocks the transmission of droplets from the performer, presenter or presider, or
 - b) there must be at least a three metres separation between the performer, presenter or the presider and the patrons.
14. There are either washroom facilities available for hand washing purposes or hand sanitation supplies readily available.
15. Staff are to wash hands before and after the program.
16. Staff are to wear masks when in public areas. Once staff member is in their designated performance spot (that is 3 metres from attendees), they may remove their mask for the presentation.
17. If manipulatives are used in a program (such as egg shakers, scarves, maker equipment), they are to be set out into each family spot ahead of the program. After the program, caregivers will be asked to deposit the items into a bin. Staff are to put on gloves, take bin to staff area, and make the items safe for further use by doing one of the following:
 - a) wash items with soap and water
 - b) disinfect items while wearing gloves, then wash hands afterwards.
 - c) quarantine items for 72 hours.
18. No crafts or hands on activities after a program. A take-and-make option could be provided to families.
19. No food allowed. Drinks in a lidded container are permitted.
20. Participants or caregivers of participants must agree to the program agreement.

PRESCHOOL PROGRAMMING

All general guidelines above are adhered to. In addition:

1. At this time active physical movement is not allowed indoors. Clapping, lap bouncing, and arm movements, stretching, or slow physical movements are permitted. Gentle singing is permitted providing there are less than 50 people in attendance, social distancing is in effect, and there are frequent breaks between songs. [Please see CDC regulations for more information.](#)
2. **If a child bolts from their family zone, stop program, and ask caregiver to retrieve child.**
3. **If a child bolts from their family zone to staff member and grabs a flannel or puppet, stop program, ask caregiver for assistance.** Discontinue use of touched items and carry on. Touched items are picked up with gloves and deposited the items into a bin. Staff are to put on gloves, take bin to staff area, and make the items safe for further use by doing one of the following:
 - a. wash items with soap and water
 - b. disinfect items while wearing gloves, then wash hands afterwards.
 - c. quarantine items for 72 hours.

SCHOOL PROGRAM/TOUR

All general guidelines above are adhered to, noting that an entire class with teacher is considered a family unit or bubble.

- The name of teacher, school, and school phone number is all that is required for the contact tracing, recorded in the branch contract tracing list.
- Teachers must agree to the terms in the program agreement.

PROGRAMS HELD OUTSIDE BUT ON LIBRARY GROUNDS

All general guidelines must be adhered to. In addition:

1. The number of patrons is closely monitored, with a maximum 50 includes children and adults. Be advised that this number may change as provincial regulations change.
2. Outside programs need adequate signage on the perimeter of the program area which indicates program is by invite (registration) only, dropping in is not allowed, please no lingering.
3. If a crowd outside of the program area forms, end the program.
4. Group singing and physical movement (jumping on the spot, etc) is permissible outdoors, if families/groups stay within their allotted space.
5. Masks are not required outside once families are in their allotted space (bubble/zone)

PARTNERED PROGRAMMING: HOSTED BY ORL WITH PARTNER AGENCY IN THE LIBRARY

All general guidelines must be adhered to. In addition:

1. All partner staff must adhere to ORL's Fit for Work Guidelines
2. **All partner staff must wear a mask in the library.**
3. If the organizer is not part of the Okanagan Regional Library the organizer must provide ORL with the first and last names and telephone number, or email address, of the patrons who attend the event; retain this information for thirty days, in case there is a need for contact tracing on the part of the medical health officer, in which case the information must be provided to the medical health officer.

PROGRAMS HELD OFF SITE (IN SCHOOLS, PARKS, ETC.) *NEW* PLEASE NOTE – WE ARE NOT PERMITTING PROGRAMS OFF SITE AT THIS TIME.

PROGRAM AGREEMENT FOR CAREGIVERS

- I will ensure all my family/group clean their hands before and after attending the program
- I will ensure all older children and adults are wearing masks, except for young children, anyone unable to put on and take off their mask without assistance, and anyone with a medical condition that makes mask wearing unsafe.
- I will remain with and be responsible for the whereabouts of my children.
- I agree to keep my child(ren) within the physical space assigned to us during the program.
- **I will not bring food nor drink. (Young children needing a bottle or other liquid is permissible.)**
- If anyone attending is ill or has been exposed to a known case of COVID in the last 2 weeks, we will not attend the program.

PROGRAM AGREEMENT FOR TEACHERS

- **I will ensure all visiting the library will be wearing masks.**
- I will ensure all students will sanitize their hands upon entering the library.
- I will remain with and be responsible for the whereabouts of my class.
- I agree to keep my class within the physical space assigned to us during the program.
- **We will not bring consume food nor drinks in the library.**
- If anyone attending is ill or has been exposed to a known case of COVID in the last 2 weeks, we will not attend the program.

PROGRAM AGREEMENT FOR PARTICIPANTS (such as adult book club)

- I will wear a mask in the library.
- I will not consume food nor drinks in the library.
- If anyone attending is ill or has been exposed to a known case of COVID in the last 2 weeks, we will not attend the program.