

PROGRAMMING GUIDELINES – DRAFT Sept. 14, 2020

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 conducted must have a risk assessment.
3. Access to the event is controlled; Registration is required for all programs.
4. Programs are to be held during closed hours. If a branch has a separate meeting room with a controlled entrance/exit, programs during open hours may be considered.
5. 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. Evanced does this.
6. The number of patrons is closely monitored; Adhere to the occupancy limits of the building, and that space.
7. There is sufficient 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.
8. The patrons maintain two metres from one another when standing or sitting, unless they belong to the same party.
9. 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;
10. 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 metre separation between the performer, presenter or the presider and the patrons.
11. There are either washroom facilities available for hand washing purposes or hand sanitation supplies readily available.
12. Staff are to wash hands before and after the program.
13. Staff are to wear masks upon entering/exiting the program space.

14. 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 wear gloves, carry the bin to a quarantine area to be held for 72 hours. Items that need to be sanitized/washed after that period can be done then with gloves, soap, and water.
15. No crafts or hands on activities after a program. A take-and-make option could be provided to families.
16. No food allowed. Drinks in a lidded container are permitted.
17. 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, group singing, and active physical movement is not allowed indoors. Clapping, lap bouncing, and arm movements, stretching, or slow physical movements are permitted.
2. If a child bolts from their family zone, stop program and ask all (including staff) to put masks on. Ask caregiver to retrieve child, then masks can be removed.
3. If a child bolts from their family zone to staff member and grabs a flannel or puppet, stop program, put on a mask, 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 wear gloves, carry the bin to a quarantine area to be held for 72 hours. Items that need to be sanitized/washed after that period can be done then with gloves, soap, and water.

PROGRAMS HELD OUTSIDE BUT ON LIBRARY GROUNDS

All general guidelines must be adhered to. In addition:

1. The number of patrons is closely monitored (maximum 50 includes children and adults); 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. If a crowd outside of the program area forms, end the program.
2. Group singing and physical movement (jumping on the spot, etc) is permissible outdoors, if families/groups stay withing their allotted space.

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 bring a mask and wear it if asked by ORL Staff.
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.)

-in development

PROGRAM AGREEMENT FOR CAREGIVERS

- I will bring masks for all my family/group (not for children 2 and under) attending program. When requested, I will ensure all members of my family/group put masks on. This may be the case for entering/exiting program room, or if you are requested to retrieve a wandering child.
- I will ensure all my family/group clean their hands before and after attending the program.
- I will be responsible for the whereabouts of the children in my family/group.
- I agree to keep my child(ren) within the physical space assigned to us during the program.
- I will not bring food. Drinks in a lidded container are permitted.
- If any member of our family/group 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 bring a mask and be prepared to wear it if asked by staff.
- I will not bring food nor drink (other than water in a lidded container) into the library program
- If any member of my family is ill or has been exposed to a known case of COVID in the last 2 weeks, we will not attend the program.