

## Guidelines for Unity Health Toronto Library Services during Covid-19

### Objectives

In light of Covid-19, Library Services at Unity Health is taking a proactive approach in its management of risk pertaining to infection prevention and control. The following documents the roles and responsibilities of Library Services, as well as its team and users. It is essential for the safety of all that anyone entering Library spaces follow these expectations.

### Applicability

This document applies to all users of the spaces (defined as any staff, Physicians, researchers, students, and volunteers) within the Library Services program, and in addition to current Unity Health guidelines and policies. This document is in effect immediately, and will be reviewed (at minimum) monthly to ensure it continues to be relevant. Any updates to these guidelines will be communicated with staff and Library Services users.

### Elements

1. Spaces and booking
  - a. To support physical distancing, the below restrictions are placed on the Library and Computer Lab spaces.
    - i. Providence Health Care Library space: maximum occupancy is 7
    - ii. St. Michael's Hospital Library space: maximum occupancy is 29
    - iii. St. Joseph's Health Centre Library space: maximum occupancy is 19
    - iv. St. Michael's Hospital Computer Lab (LKS 355): 5 computer users and 1 instructor at head computer
  - b. Computer Lab bookings must continue to follow the established process of submitting an online booking request. Any Computer Lab bookings that exceed the numbers above require approval by the Library Manager. Previously booked sessions may be asked to modify their reservation and number of attendees to support these restrictions. Library Services staff will reach out to anyone with bookings to discuss options, which may include, but are not limited to, adding additional sessions, revision of format (e.g. a hybrid in-person and virtual option) and or delaying sessions.
2. PPE
  - a. All Library users must wear a surgical mask (clinical or non-clinical) at all times in the space when physical distancing is not possible, e.g. when moving throughout the space in narrow areas where other persons may be. Until the universal masking policy is revised, all users should wear a mask when they enter Library spaces. All users are provided 1 or 2 masks upon screening at building entrances.
  - b. During any in-person interactions with Library Services staff, we encourage users to maintain physical distance recommendations of 2 meters/6 feet.
  - c. There will be no universal gloving policy; rather, users and faculty are to follow Unity Health's hand hygiene recommendations.
3. Food and Drink
  - a. No personal food or drinks are permitted in Library or Computer Lab spaces at this time.
4. Infection Prevention and Control
  - a. To access Library Services spaces, all users are screened at all hospital site entrances. All users must comply with all Occupational Health and Safety policies of Unity Health Toronto.
  - b. Hand hygiene will occur immediately upon entering any Library spaces. Handwashing may be with soap and water, or use of an alcohol based hand sanitizer.
  - c. Users of the spaces should minimize the amount of personal belongings they bring to the Library and Computer Lab.