

Welcome back to YRL HQ

Welcome back to YRL. We are committed to our employees' ongoing health and safety, so have adopted the following procedures to reduce exposure and provide a safe and healthy working environment. This document reflects our best knowledge at the time of writing and may be updated to incorporate new learnings as they surface.

Please read this letter and sign to indicate you understand and will follow the procedures.

Safety precautions

Safety of our all employees is our primary goal.

1. **Do not come to work** if you are ill or have symptoms of any illness (fever, cough, headaches, runny nose, fatigue, fever/chills, digestive illness, etc.).
2. If you suspect you have any aforementioned symptoms, complete the AHS [COVID-19 Self Assessment](#) and follow the instructions.
3. If you suspect that you may have been exposed to COVID-19, whether through contact with someone or from travelling outside of Canada, inform your manager immediately. **Do not come to work.**
4. **If you begin to feel sick at work**, remain at your workstation and contact your manager immediately by telephone or email.

Safety within the building

Upon entering the building, including re-entry (such as for breaks), immediately wash your hands using proper hand washing protocols in any of the following stations:

- Board Room
- Disc Cleaning Room
- Bathrooms

Use of alcoholic gel is acceptable, however, we cannot guarantee that supplies will be available. You may use your own personal supply of hand sanitizer.

YRL will ensure daily disinfecting of surfaces and objects that are touched often. Items that require daily disinfecting include, but are not limited to:

- Doorknobs
- Bathrooms
- Faucet handles
- Light Switches

Social and physical distancing

- Maintain a distance of at least 2 metres (6 feet)between each other.
- Practice good hygiene: wash hands often, cover coughs and sneezes, and avoid touching your face.

Staff room and other common areas

For areas such as the staff room, front lobby and cozy zone, it is important to maintain a social and physical distancing practices. The coffee machine, cutlery and dishware will be unavailable.

1. To minimize exposure and risk of infection:
 - a. Bring your own food, snacks, coffee or tea, and store it at your workstation. The staff room fridge will not be available to store food.
 - b. Bring your own cutlery and containers. Take them home to clean.
 - c. Use your workstation garbage can or the main garbage can in the staff room.
2. If using the microwave or kettle in the staff room:
 - a. Wash hands prior to *and* after handling, or
 - b. Wipe surfaces with antibacterial wipe prior to *and* after handling.

Workstations

Whenever possible, do not share workstations. Employees must:

1. Wash their hands before using their workstation.
2. Clean and disinfect workstation surfaces, including the keyboard, mouse, phone and chair arms.
 - a. You will be provided with appropriate cleaning supplies.

Acknowledgement and Agreement

I acknowledge that I have read and understand the above safety protocols for Yellowhead Regional Library. Further, I agree to adhere to these protocols and will ensure that employees working under my direction adhere to this policy. I understand that if I willfully violate the rules/procedures outlined in these protocols, I may face disciplinary action, up to and including termination of employment.

Name:

Date:

Signature:
