**Town of Hanna Library Board**

**COVID-19 Policy: Handling of Library Materials**

In accordance with the Alberta Government “COVID-19 Information: Guidance for Libraries” document (as of June 9, 2020) and the new restrictions introduced by the Alberta Government on December 8, 2020, the Hanna Municipal Library will be taking increased measures to ensure the safe handling of library materials.

* Staff will sanitize their hands and worksurface before and after handling library materials.
* Staff must wear a mask while handling library materials.
* All library materials that have been returned, have been handled by patrons while browsing, and all ILL materials will be quarantined in a designated, closed room for 72 hours.
* Bins of library materials will be marked with the date that they were quarantined and the date they can be safely removed from quarantine.
* Library materials will not be handled during the quarantine period.

**Approval Date: August 10, 2020**

**Amended: December 14, 2020**

**Date for Review: September 2021**