



BCTLA Recommendations for Access to Library Learning Commons (LLC) Resources to Meet COVID-19 Requirements

As schools prepare for the coming year, the BCTLA recognizes that Library Learning Commons' (LLC) spaces and programs will look different to meet the current Government health requirements. We encourage all teacher-librarians to meet with their administration team and, in a spirit of collaboration, develop procedures for reopening LLC spaces and programs in a way that ensures student and staff safety.

Current Covid-19 Information

The following information is specific to BC:

- “There is no evidence that the COVID-19 virus is transmitted via textbooks, paper or other paper-based products. As such, there is no need to limit the distribution or sharing of textbooks or paper-based educational resources to students because of COVID-19”.
- “Laminated paper-based products, including laminated books, should be cleaned and disinfected daily if they are touched by multiple people or upon return, before reshelving.”
- “Limit items that are not easily cleaned (e.g., fabric or soft items).”
- “Schools should install a barrier made of transparent material at the library check out desk if physical distance cannot be regularly maintained.”

<https://www2.gov.bc.ca/assets/gov/education/administration/kindergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf> (updated August 2020) * Please note: BC Government Health and Safety guidelines are frequently updated. Regularly checking online for updates is recommended.

FOR THE MOST UP-TO-DATE INFORMATION, VISIT THE BC CENTER FOR DISEASE CONTROL AT
<http://covid-19.bccdc.ca/>.

FOR INFORMATION AS IT PERTAINS TO SCHOOLS, VISIT THE COVID-19 OPERATIONAL
GUIDELINES FOR SCHOOL DISTRICTS WEBSITE AT
<https://www.openschool.bc.ca/covidguidelines/#overview>.

(Click on Health and Safety)

Library Learning Commons Spaces

When setting up and using your LLC, consider the size of your space, and how many students and staff can safely be in your space while adhering to physical distancing and physical contact requirements. You may also want to consider:

- offering ‘virtual’ support to classes from your LLC utilizing district-approved video conferencing platforms such as MS Teams or Google Meets
- setting up chairs spaced apart for physical distancing of students during LLC presentations
- having students return to sit on the same chairs after book selection.
- scheduling the students in the same learning cohort to visit the LLC one after the other so that high touch surfaces and library resources can be visited by several classes from the same cohort prior to sanitizing.
- talking with your administration about timing of custodial staff cleaning of surfaces that have been touched, for example computer keyboards, tablets and maker resources
- making your checkout desk wider to maintain a safe physical distance, for example, by adding an extra table or chair. A transparent barrier for the LLC check-out desk should also be installed.
- scheduling visits so your doorway is used in one direction at a time. If you have 2 or more doors consider separate entry and exit points.
- closing sitting areas to students and staff unless needed for classes attending lessons

- reminding teachers to have students wash or sanitize hands prior to coming to the LLC and before returning to the classroom
- placing fun markers on your floor to show safe physical distances and placing arrows to show direction to access library shelves.
- asking the teacher to bring library bags to the LLC when the class comes and have them spread them out for the students so that books may be placed directly in the bags by students before they leave the LLC
- having students scan their own LLC resources using a secured scanner, or holding them so you can scan them from a distance
- pulling resources and displaying them on tables to reduce the number of resources that are touched. To get an idea of what to share, ask teachers the types of resources their students would like.
- planning activities that minimize sharing of resources that require special cleaning
- setting rules on how commonly used items in the LLC such as photocopiers or printers can be accessed safely
- using signage, bookmarks and websites to share new guidelines for use of LLC resources and space
- creating a document or presentation to explain to staff, students and families how to access the online catalogue, place holds (if possible) and pick up LLC resources.

Library Learning Commons Resources

To keep students and staff safe while using LLC resources, you may want to consider:

- wearing gloves when touching items used by students
- for textbook sign out
 - pre-signing out of textbooks to class lists and have teachers collect the cart. The textbooks could be labelled with green painter tape, dry erase markers or stickers inside the text or
 - creating a portable signout station and going to classes for textbook sign out
- encouraging students to make paper covers (eg wrapping paper) for their textbooks and labelling them with their name (<https://www.wikihow.com/Make-a-Book-Cover>)
- being flexible with your lending periods
- reminding students and staff that LLC collections can be browsed online and choices can be phoned or emailed to the teacher-librarian. Students and staff can place holds using the online library learning commons catalogue where available.
- displaying a selection of books with laminated covers for a learning group. For books not taken out but handled, either quarantine them for 72 hours or disinfect their covers
- using only paperback books for student book displays and bins
- encouraging students to “eye” browse shelves and displays and only touch books they intend to borrow. If they choose a book then decide not to take it, have them put it in a labelled location for sanitizing and reshelving as required
- creating a library book selection for a classroom with advice from the teacher and signing the books out to the teacher
- suggesting that staff and students wear masks with in the LLC since it is a common area used by all members of the school community
- taking STEM and ADST activities to the classroom and planning them with your school learning groups or cohorts
- having students bring their own learning supplies, such as pens, erasers, scissors, etc., with them to the LLC.



Please contact your BCTF Local should you have questions or concerns.

