

Updated: June 17, 2021

## CCRR COVID-19 Lending Library Procedures

The CCRR Lending Library is RE-OPEN with Covid-19 safety guidelines in place.

- **Clients are allowed in the Lending Library for self-service one family or household bubble at a time**
- **Masks must be worn at all times in the Lending Library and IWS building**
- **All Lending Library items that have been touched by children or adults must be placed in the sanitizing bin provided**
- Lending Library space and items are cleaned following Public Health Guidelines
  
- Orders can be made using our website:  
<https://islandswellnesssociety.com/lending-library/>  
followed by submitting an online request form: <https://forms.office.com/r/4BSKPU56qD>
  
- South End orders are available for pick-up during staff office hours (Wednesdays 9:00am – 3:00pm) **or by appointment**
  
- Returns are only accepted during staff office hours or at a pre-arranged time and can now be dropped off to the Lending Library or Masset office directly
  
- North End orders are available for pick-up during staff office hours (Wednesdays 9:00am – 3:00pm) **or by appointment**
- North End orders will be arranged once a month based on staff availability  
Pick-up from IWS process includes: wipe down of staff vehicle using sanitizing wipes, placing lending library items in designated sanitized area (tote), regular hand washing/sanitizing and wearing a mask throughout the duration of order preparation and transportation
- Delivery may be arranged for clients who are unable to make it to either office for pick-up  
Delivery procedure includes: wipe down of staff vehicle using sanitizing wipes, placing lending library items in designated sanitized area (tote), regular hand washing/sanitizing before and after each delivery and wearing a mask throughout the duration of deliveries.