

## Policy 2900

<b>Food and Drink</b>	
Approved	December 12, 2019
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Most Recent Review	

### Policy Statement

The Okotoks Public Library (OPL) Board strives to maintain a pleasant, welcoming and comfortable environment for users and staff. The OPL allows the consumption of food and drinks in designated areas with the consideration of preserving our library materials, computer equipment and furnishings.

### Purpose/Rationale

The purpose for this policy is to provide clear information for library staff and users regarding their consumption of food and drinks in the library. The policy also provides staff with guidelines regarding their own consumption of food and drink at workstations, in workrooms and in public service areas. This policy also outlines procedures that staff should follow when complaints or problems with food and drink use arise.

### Procedure

Staff members are to be familiar with the following:

#### 1. Food and Drink Guidelines for the Public

- 1.1 Snack items are permitted in the library.
- 1.2 Non-alcoholic drinks with secure lids are permitted.
- 1.3 Alcohol is not permitted under any circumstances.

#### 2. Guidelines for Food and Drink Near Computers

- 2.1 No food or drink is permitted at any computer workstation.

#### 3. Patron/Library User Responsibilities

- 3.1 Library users should ensure all areas they use are left clean for use by others.
- 3.2 Library users should clean up any spills immediately. If any assistance is needed, users should contact Library staff at any desk.
- 3.3 Library users should properly dispose of all food, including crumbs, garbage and recycling. Bins are available in public areas.

#### 4. Enforcement of Rules

- 4.1 Library users should be encouraged to abide by library policies to maintain a clean study and work environment.
- 4.2 Unattended food or beverages will be disposed of by staff.

- 4.3 Staff will remind library users who are not following library policies of our rules.
- 4.4 Library users refusing to follow food and drink guidelines may be asked to discard their food, store it out of sight or leave the Library.

## 5. Food and Drink in Staff Work Areas

- 5.1 The Management Team will deal with complaints.
- 5.2 No food shall be allowed on desks where library materials are kept or during tasks such as processing, repairs, check-ins, mailings etc.
- 5.3 Drinks with spill-proof lids are encouraged in all staff-only work areas. Staff are expected to use caution to prevent damage to library materials.
- 5.4 Staff in public service areas may consume beverages discreetly; staff are not to eat in public areas.
- 5.5 Staff may consume food in the lunchroom and in work areas. In staff-only work areas, snack foods are allowed at desks and tables as long as they are not bothering other staff.

## 6. Breastfeeding

- 6.1 The OPL supports a mother's right to breastfeed in the library.

## 7. Library Programs and Special Events

- 7.1 Due to potential risks of allergic reactions and choking, no eating is allowed in rooms during programs for preschoolers. On the occasion that food or drink is served (e.g. juvenile or teen programming) staff must ensure that all food and drink is nut free.
- 7.2 Staff must ensure that parents/teachers/supervisors of young children are aware of food or drink being served. Aside from food allergies, some parents choose to regulate their children's consumption of sugar, additives etc. and should have the opportunity to decline the offer of food and drink.
- 7.3 Staff must remind parents, teachers and caregivers that they are responsible for monitoring the consumption of food and drinks by children under their supervision. This includes food and drink that is **not** served by library staff but shared between adult and child during library programs or in a public area.
- 7.4 Staff may remind parents of children with allergies to remain vigilant; this includes parent-child programs when adults may attempt to provide a snack for their children.

## 8. Serving Food

- 8.1 At events where staff serve food, they **must wash their hands** with soap and dry them prior to handling food; after taking a break from the event; after smoking, eating, or drinking; after touching their nose, mouth, hair etc.; after using the washroom; and after any activity that may contaminate hands.
- 8.2 **Staff must avoid touching food with bare hands.** Use utensils, tongs, gloves etc.

## 9. Food Allergies

- 9.1 During library sponsored events where food is served, staff will retain labels listing ingredients of food and drinks at the event to answer enquires.
- 9.2 As library users are allowed to consume snacks and drinks in most areas of the library, staff and the public may be exposed to food allergens. If anyone shows signs

of an allergic reaction, staff should contact Alberta Health Services at 811 for advice on how to proceed.