



## **Newmarket Public Library Temporary Contact Tracing Policy**

In keeping with the advice of the Region of York's Medical Officer of Health and accepted Public Health practices, Newmarket Public Library understands that it is in the best interest for the community to be able to assist with requests to facilitate a Contact Tracing Program for individuals who attend the 438 Park Avenue building. To this effect, Newmarket Public Library will:

1. Screen all who enter the building,
2. Refuse entry to anyone who does not successfully respond to the screening questions, and
3. Record contact information of those permitted access to the Library. At least one contact per household group shall be required.

By entering Newmarket Public Library, Users are consenting to having their personal information collected and stored for the purposes of facilitating a Contact Tracing Program by an authorized Public Health authority in Canada.

These steps may be repeated for every entry into the building if the staff member on duty is unable to verify that they were completed previously that day.

The information collected will be retained for no more than two months, ensuring a one-month period is retained, unless it is shared with an authorized Public Health Agency for the purposes of administering a Contact Tracing Program. Disclosure to an Authorized Public Health Agency will be limited to just the dates requested.

This policy will expire November 30<sup>th</sup> 2020 unless extended or rescinded prior to that date.

### **Background:**

This policy will be in keeping with the Newmarket Public Library **Freedom of Information and Protection of Privacy Policy** and the **Code of Conduct Policy**.

The Newmarket Public Library is governed by the 'Municipal Freedom of Information and Protection of Privacy Act', R.S.O. 1990 Chapter.56.

### **Authorization for Collection of Personal Information:**

The collection of personal information is authorized by The Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990 Chapter.56 Section 28 (2) as it is necessary to the proper administration of an effective contact tracing effort.

The Child, Youth and Family Services Act, 2017. S.O., c.14, Sched 1 section 295 (3) provides the ability for those under the age of 18 to consent to the collection of personal information about themselves. As per section 295 (5) the information collected in this manner will only and exclusively be used for

the administration of a Public Health Contact Tracing program by a recognized Public Health agency in Canada.

**Authorization for Disclosure of Personal Information:**

The information collected under this policy will only be shared with an authorized Public Health Agency when properly requested for the purposes of administering a Contact Tracing Program should the need arise pursuant to The Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990 Chapter.56 Section 32 (h).

The information collected will only be shared where required by legislation as detailed in the Newmarket Public Library **Freedom of Information and Protection of Privacy Policy**.

**Related Policies**

Freedom of Information and Protection of Privacy

Code of Conduct