

Huntington City-Township Public Library

COVID-19 Safety Guidelines Curbside Pick-up Only Phase

In response to the current health situation created by COVID-19 the Huntington City-Township Public Library will implement the following safety guidelines to protect our users and staff. All guidelines will be effective for the duration of the COVID-19 emergency, and as long as local conditions dictate additional safety measures. Any of these guidelines may be changed at any time as the situation changes. These guidelines have been created using guidance from state and federal resources.

Employees

- All employees will be screened by a supervisor at the beginning of each shift to assess symptoms and possible risk factors
 - If a supervisor is not available employees will conduct a self-assessment upon entering the building
 - No employee will be allowed to work if they are exhibiting COVID-19 symptoms
 - If any employee becomes ill with COVID-19 symptoms while at work they will be sent home and all employees on the shift will be asked to monitor themselves for symptoms.
- All employees will have access to face coverings and will be required to wear them whenever they are interacting directly with patrons or other staff
 - Employees who cannot wear face masks will be provided with reasonable, safe alternatives
- All employees will have access to gloves, which they may wear as they choose
- Hand sanitizer will be provided at workstations
- Employees will be strongly encouraged to wash their hands frequently
- Sanitizing cleaning products will be supplied at all workstations
 - Employees will clean their work areas as needed based on use
 - Maintenance staff will clean common use areas as needed based on use
- Scheduling will be arranged to minimize the number of staff using any workstation. In most cases only one employee will have access to each workstation in any given shift.
 - All workstations will be sanitized completely each time a staff change occurs
- All employees will be trained on safety and hygiene procedures
- Workstations will be placed at least 6 feet apart
- Employees will be allowed to work from home whenever possible

Materials for Public Use

- All library materials will be quarantined for two days after they are returned to the library
 - Some library materials may be sanitized when checked in
- Library materials will be handled minimally by staff
 - Staff will wear face coverings when handling materials
- Materials will be delivered to the patron without direct contact
 - Directly into the patron's trunk or
 - Placed on a table to be picked up by the patron
- The general public will not have access to the building, which will reduce the risk of contamination of library materials