

## **Huntington City-Township Public Library**

### **COVID-19 Safety Guidelines**

**Effective 11/24/2020**

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.
- Policies will be put in place to encourage staff to report symptoms or exposure and avoid punitive situations
- 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
- Plexiglass shields are placed at all public desks to create an additional barrier between staff and patrons.
- Employees will be allowed to work from home for up to 25% of their hours

#### **Materials for Public Use**

- All library materials will be quarantined for three 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

## **Public Access**

- Public access to the building is open
- Face coverings are made available to all patrons entering the building and are required per state and local guidelines.
- Bathrooms are available for handwashing and hand sanitizer is available to the public and staff
- The number of public computers available will be reduced to accommodate social distancing
  - Physical barriers are placed behind each workstation to create additional separation
- Staff will sanitize all computers and workstations between uses
- Bathrooms will be cleaned at least every 4 hours
- Furniture will be reduced and spaced out for social distancing purposes
- Study rooms will remain closed
- Meeting rooms will be available at 50% capacity or less depending on social distancing ability
  - All meeting rooms will be cleaned between meetings
- Library programs will be held virtually. Occasional in-person programs of fewer than 20 people may occur if appropriate social distancing can be achieved.
- Indoor book returns will be closed
- Toys, puzzles, and other community use items will be removed
- Curbside service will be available for patrons who do not wish to enter the building
  - Curbside deliveries will be conducted without contact
- Home delivery is available
  - Staff will wear face coverings and maintain appropriate distance at all times