



## Poy Sippi Library

### Approved Safety Guidelines

Guidelines for the resumption of business at the Poy Sippi Library.

#### **DPI Allowable Service Levels:**

- Currently in Library Service Level 2.
- Library Service Level 3
  - Partial reopening
  - Maximum gathering of 10 people (this would be staff + patrons)
  - Maintain personal health protocols and social distancing

#### **Personal Health Protocols for Staff:**

- Plexiglass Barrier/Sneeze Guard at Circulation Desk (ordered through Winnefox)
- Masks.
  - Staff will be required to wear masks while in the library.
- Gloves
  - To be worn when cleaning, emptying garbage and unloading book drop.
  - Proper glove removal will be followed.
- Handwashing.
  - Wash hands often with soap and water for 20 seconds (use hand sanitizer if soap and water not available)
  - Wash hands
    - Before and after emptying the book drop
    - Handling materials from the delivery (red box)
    - Putting materials away or pulling materials for a patron
    - After discharge and check out of materials
    - After using the restroom, before and after eating, after handling money and after coughing, sneezing or blowing one's nose (everything you learned as a child)
- Hand Sanitizer.
  - Have available for staff and patron use.

#### **Personal Health Protocols for Patrons & Visitors:**

- Maintain social distancing of six feet apart.
- No loitering inside library.
- Strongly recommend that patrons wear a mask while in the library. Disposable masks will be available at the circulation desk if they do not have one.
- Strongly recommend that patrons wear disposable gloves when handling library materials. Disposable gloves will be available at the circulation desk.
- ***Patrons are not to replace items they have removed from the library shelf back on the shelf. A cart will be available for them to place the pulled item. Those materials must be quarantined.***
- Items taken off shelves by Patrons to be placed on a cart (NOT RETURNED TO THE SHELF) and quarantined, following the quarantine procedure.

**Restricted Access to Library:**

- **Children under age 18 must be accompanied by a parent/guardian.**
- Individuals (including staff) displaying allergy/cold symptoms, runny nose, coughing, sneezing, fever (100.4 or higher, if known.)

**Quarantine Procedure and Cleaning of Library Materials:**

- Designated area for quarantining library materials.
- Computers
  - Computers to be spaced 6 feet apart.
  - Use of computers by patrons only.
  - Keyboards/headphones to be covered with protective wrap (plastic wrap.)
- Lobby area cleared of furniture
- Children's area cleared of toys, puzzles (things little hands can touch)
- Book drop
  - Following System guidelines, materials will remain in the book drop bin for at least 24 hours.
  - After the 24-hour period, items can be taken from bin, disinfected and placed on the quarantine table and discharged after another 24-hour period.
- Disinfecting public surfaces
  - Doorknobs, handles, counters wiped down before opening and after closing when no patrons are in the building; hourly if patrons in the building (use best judgement to how often.)
  - Workstations to be cleaned and disinfected
  - Clean and disinfect phone after use.
  - Bathroom to be cleaned and disinfected after use.
- Detailed instructions for cleaning and disinfecting available at circulation desk.

**If library has been exposed to COVID through patrons or staff:**

- **Library will close for 72 hours.**
- CDC disinfection will be performed.
  - Wait 24 hours before cleaning and disinfecting.
  - All areas used by person who is sick will be cleaned and disinfected
  - Vacuum space with HEPA filter; turn off fans and heat/air conditioning to prevent circulation of air throughout library.
- Staff who have not had close contact with the person who is sick can return to work immediately after disinfection
- Staff who were in close contact with person who was sick will quarantine for 14 days. Can return to work if no symptoms presented.