

COVID-19 Safety Guidelines and Procedures

General Staff Safety Guidelines

- Staff will stay home when sick
- Staff will cover their faces with masks or scarfs at all times
- Staff will wear gloves when working with pre-quarantined library materials
- Schedules will frequently rotate to give employees an opportunity to wash their hands
- Staff will wash hands often with soap and water for at least 20 seconds, especially after blowing noses, [coughing, or sneezing](#), or shift changes.
 - Use hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- CDC does not recommend the use of PPE, such as not surgical masks or respirators, in workplaces where it is not routinely recommended.
- Any staff member with [symptoms](#) should not be present at the workplace. Employees should inform their supervisor if they or their colleagues develop symptoms at work, especially [fever, cough, or shortness of breath](#).
- Staff will avoid touching eyes, nose, and mouth.
- Staff will practice social distancing by keeping at least 6 feet away from fellow co-workers, customers, and visitors when possible.
- A checklist and training will be provided for how to safely use gloves and masks, such as how often to change gloves, how to safely remove gloves, a reminder to wash hands after removing gloves using proper hand hygiene, and wearing masks

Materials

Returns

- Customers will return items via the AMH or remote book drops.
- Gloves are to be worn while emptying tubs and AMH bins.
- After a shift operating the AMH system, staff will remove gloves and wash hands before touching any other equipment, supplies or collections.
- Checked in materials will be placed on carts, and marked with the current date, and the date quarantine of the items ends:
 - “Quarantined on 5/20/2020. Considered safe on 5/24/2020”
- Items will be stored on carts for 4 days before they are available to customers.
- Holds will be manually checked in at “Curbside Branch” after quarantine period to trigger the hold and notify the customer.
- Carts for re-shelving items should NOT be used with newly returned materials; these must be kept separated.

Cleaning and Disinfecting

- With the sheer volume of materials that libraries process, disinfecting isn't a viable option nor is it recognized as being particularly effective. Bound items are particularly difficult to completely disinfect and disinfecting the outside of AV cases wouldn't address any contagions on the inside of the case. Discs cannot be disinfecting without being damaged.
- UV lights or fogging with disinfectant only disinfects the exposed surfaces and is damaging to library items.

Quarantine

- Items will be quarantined for 96 hours after they have been checked in.
- When the library initially reopens, we can expect a large influx of materials returned and a lower than normal percentage of the collections checked out.
- Once the items are removed from quarantine and checked in, the shelves will be fuller than normal, and some collections may temporarily run out of shelf space.
- We will develop procedures for how to manage shelf space.

Remote Book Drops

- Staff emptying materials from remote book drops will wear a mask and gloves.
- After a shift picking up materials from book drops, staff will immediately change gloves and wash hands before touching any other equipment, supplies or collections.

Internal Library Return of Materials

- To maintain social distancing, it is best to avoid customers directly handing their returns to staff.
- Customers may place their items in the internal book drop or on a designated return cart.

Curbside Pickup

- Staff must wear a facemask when working a curbside pickup shift.
- Staff must wash hands before and after working a curbside pickup shift.
- Practice physical distancing during delivery by talking with the customer through a passenger window and loading items directly into the customer's trunk or backseat without contact.

Public Computers

- Staff will wipe down public computers after customer use.
- Staff should wipe down the mouse, keyboard, and tabletop with the provided cleaning supplies.

Supplies the Library will have readily available for Staff

- Masks
- Gloves
- Hand sanitizer

Building

Cleaning

- At least once a day [clean and disinfect](#) surfaces frequently touched by multiple people. This includes door handles, desks, phones, light switches, and faucets,
- Assign a person to rotate throughout the workplace to clean and disinfect surfaces.

General Setup & Customer Behavior

- Decrease open business hours to perform more frequent deep cleans
- Maintain a single-entry door, mark a queue there and admit and count arriving customers one-by-one.
- Allow no more than five customers for each 1,000 square feet at a given time
- Once we reach capacity, customers will be admitted inside on a “1-out1-in” basis
- Institute one-way movement through aisles using floor markers and directions from staff
- Floor marks applied to indicate the place for each customer to wait while in line
- Dedicating staff to ensure customers wait in line at an appropriate distance
- Plexiglass barriers installed whenever feasible
- Parking lots should be monitored to assure that people are appropriately directed to store entrances and avoid congregating in parking lots

Sources

Shawnee County Health Department

- Shawnee County Health Department Retail Establishment Recommendations Letter (4/13/2020)
https://www.snco.us/HD/Document/retail_establishment_recommendation_letter.pdf
- Exposure Guidelines for Work Restrictions
https://www.snco.us/HD/Document/exposure_guideline_for_work_restrictions.pdf

Centers for Disease Control & Prevention

- General Business Frequently Asked Questions
<https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html>

- Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)
<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
- What Grocery and Food Retail Workers Need to Know about COVID-19
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/grocery-food-retail-workers.html>
- What Food and Grocery Pick-up and Delivery Drivers Need to Know about COVID-19
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/food-grocery-drivers.html>
- CDC. "Cleaning and Disinfection for Community Facilities: Interim Recommendations for the U.S. Community Facilities with Suspected/Confirmed Coronavirus Disease 2019 (COVID-19). April 1, 2020, from
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

Libraries

- Materials Handling during COVID-19
Developed by Sno-Isle Libraries, King County Library System, The Seattle Public Library, Timberland Library System, and Pierce County Library System, Tacoma Public Library, Everett Public Library
- Dayton Metro Library Reopening Plan Draft
- IMLS, CDC Offer Guidance for Disinfecting Returned Library Books
<https://www.slj.com/?detailStory=IMLS-CDC-offer-guidance-for-disinfecting-returned-books-library-journal-coronavirus-covid19>
- How to Sanitize Collections in a Pandemic
<https://americanlibrariesmagazine.org/blogs/the-scoop/how-to-sanitize-collections-covid-19/>

Business

- Target
https://corporate.target.com/about/purpose-history/our-commitments/target-coronavirus-hub?clkid=6bb78d9bNbb0611e9ad2142010a246e03&Inm=81938&afid=YieldKit%20GmbH&ref=tgt_adv_xasd0002
- Kroger: Sharing What We've Learned: A Blueprint for Businesses
<https://www.thekrogerco.com/wp-content/uploads/2020/04/Krogers-Blueprint-for-Businesses.pdf>