

## Covington-Veedersburg Public Library Reopening Safeguards

May 6, 2020

### Employee Health Screening Process

- Employees exhibiting symptoms of COVID-19 are not to report to work, with the exception of those who have symptoms related to a persistent known condition such as an allergy and who have consulted a healthcare provider.
- Employees will be required to take their temperatures at home prior to coming to work. Temperatures of 99.0 will require the staff member to stay at home. They must be fever free for three days before returning to work.
- Employees will be required to take their temperature upon their return home from work. Temperatures of 99.0 must be immediately reported to the supervisor.
- Employees exhibiting symptoms of COVID-19 during the work day will be sent home immediately and their work areas will be sanitized.

### Enhanced Cleaning

#### Library Materials

- All library materials will be quarantined for at least 4 days upon their return to the library.
- Library materials will be cleaned with 70% alcohol after quarantine.

#### Frequently Used Surfaces

- Frequently used areas will be cleaned with 70% alcohol after each transaction.

#### Staff Workstations

- Staff workstations will be sanitized at the end of each shift.

### Compliance with Social Distancing

- Employees will maintain social distancing of at least 6 feet at all times.

### Personal Hygiene / Ability to Wash Hands

- Employees are required to practice frequent handwashing/sanitizing.
- Hand sanitizer and hand washing supplies will be readily available.
- Staff will be required to wear a mask while working unless they are working in separate office/work areas. Staff will wear masks at all times while working in contact with patron ready materials.
- Staff will wear gloves and a mask while emptying the drop-box. Gloves are to be disposed of and hands sanitized after this process.
- Staff will wear gloves and a mask while gathering and preparing curbside orders and patron documents.