

**Gary Public Library**  
**Safeguards Procedure (Covid-19)**

May 8, 2020

In the effort to ensure a safe environment for employees and patrons, the following actions are being taken to minimize the chance of spreading the COVID-19 virus.

**Employee Health Screening Process**

Employees are required to have their temperature checked before the start of each work day. Employees will complete a daily health questionnaire and report to the Director by email their status of the following Questions:

- Do you have a fever? (100.4 or higher)
- Are you experiencing any symptoms consistent with COVID-19?
- Do you have a persistent cough not related to allergies?
- Have you come into close contact with anyone who has been diagnosed with COVID-19?

Staff will not report to work in the building if they are feeling sick or have symptoms, have any of the symptoms or are caring for someone sick with COVID-19 or suspected of being exposed to the virus. The Director must be notified of the illness.

**Enhanced Cleaning & Disinfecting Protocols**

Routine cleaning and disinfecting are key to maintaining a safe environment for employees and patrons.

Our Facilities:

- We have enhanced our daily cleaning schedule in our facilities.
- We will disinfect a minimum of once per day and more frequently for high touched surfaces.
- Disinfectant wipes will also be available at all public service desk if patrons feel the need to do additional sanitizing.
- If an employee is suspected or confirmed to have COVID-19 we will follow the CDC cleaning and disinfection recommendations.

Our Materials:

- Returned materials are quarantined for 24 hours then cleaned, sanitized and quarantined for another 24 hours before being placed back in circulation.
- Between each patron usage we will disinfect keyboard and mice.

**Personal Hygiene Measures**

- Employees are required to wear masks when interacting with other employees and patrons.
- Employees may wear gloves when handling materials.
- Employees are required to practice frequent handwashing.
- Handwashing signs will be posted in all restrooms that shows proper handwashing technique.
- Hand sanitizer will be made available at key locations throughout the facilities.

**Social Distancing Requirements**

Safeguards are being installed to ensure the safety of all employees and patrons.

- Employees will maintain a 6 ft. distance at all times.
- Employees will respect personal working spaces and not use co-worker's desk, phone, or workspace.
- Contactless transactions will be conducted with the public including curbside service, pick-up document service delivery, lobby service (when available).
- Plexiglass shields will be placed at all public service desks for the safety of employees and patrons to promote social distancing and enhance protection.
- Seating will be limited and spaced at least 6 ft. apart.