



---

601 South Fifth Street Goshen, IN 46526-3994 (574) 533-9531 fax (574) 533-5211

### **COVID-19 Safety Measures Plan for Returning Staff, Patrons and Guests**

Per Governor Holcomb's Back on Track Indiana plan and Executive Order 20-26 the following guidelines and processes are effective immediately for all staff working at the Goshen Public Library facility and for any patrons or guests visiting the library. These safety measures will be monitored and may be updated according to guidelines provided by local, state, and federal agencies, as well as, the needs of staff, patrons, and guests. Ensuring safe work spaces and public spaces requires the effort of all staff. When considering any services offered, the safety of staff, patrons, and guests is everyone's first priority.

#### **Employee Health Screening Process**

- **All employees** of Goshen Public Library are **required to self-screen prior to every shift** for the following:
  - ◆ Do you have a fever of 100.0 or higher?
  - ◆ Do you have a cough, sore throat, or headache?
  - ◆ Do you have other symptoms of Covid-19 such as shortness of breath, chills, loss of sense or taste, or gastro-intestinal issues?
  - ◆ Are you caring for someone with Covid-19 or someone identified by a health agency as suspected of being exposed to Covid-19?

Staff shall notify their direct supervisor immediately and not report to work if they have any of the symptoms listed above, are not feeling well, or are caring with someone who is sick from Covid-19 or has been identified as being exposed to Covid-19. Staff reporting to work under any of the circumstances listed above will be asked to go home and to call in for further guidance before returning to work. The Director will follow CDC recommendations or local healthcare provider guidance for when to allow the employee to return to work. With permission of the Director, the employee may work from home when possible and/or use appropriate leave.

#### **Enhanced Cleaning/Disinfection Protocols**

- Library Materials
  - ◆ All returned materials will be quarantined for a minimum period of 24-72 hours depending on material type.
- Common or Frequently Touched Surfaces (work space and public space)
  - ◆ All high touch areas will be sanitized frequently (multiple times daily) including counter/table surfaces, door handles, light switches, phones, chairs, computer screens, keyboards, mice, copiers, scanners, self-checks, etc.
  - ◆ Computer keyboards/mice may have disposable coverings.

- ◆ Items not easily cleaned will be removed from public use including toys, games, upholstered furniture.

### **Compliance with Social/Physical Distancing**

- All library employees will strive to maintain a 6 ft distance from other staff and public.
- Furniture will be spaced a minimum of 6 ft apart or removed.
- Public computers will be spaced a minimum of 6 ft apart. When this is not possible, some computers may remain out of service.
- Contactless transactions will be prioritized including curbside service, drop and go homebound service, no touch credit card transactions, required use of self-checkout machines, required use of material return drops, etc.
- Plexiglas sneeze guards will be erected at public service desks.
- Barriers may be erected to prevent or limit access to some spaces for staff, patrons, and guests.
- Floor markings to direct patrons where to stand while waiting or engaging with staff will be in place.
- Public meeting room space is not available.
- In-house Library programs are currently cancelled. Virtual library programs are available.
- Use of the Children's room treehouse will be limited.
- Open library hours may be limited.
- Public access to the library may be metered and or require appointments.

### **Personal Hygiene Measures**

- All library employees will be issued two cloth masks and are required to wear facemasks when working in public spaces and/or when engaging directly with the public and/or co-workers.
- Plastic face shields are available to all employees.
- If a staff member is working alone in his/her office, no facemask is required.
- If more than two staff members are working together in a confined/enclosed space, then the use of a facemask is required.
- All library employees may wear gloves, especially when handling materials for checking in and shelving.
- All library employees are required to wash hands frequently and to use hand sanitizer frequently in between washing hands.
- Hand sanitizer will be made available for employees, patrons, and guests of GPL.
- Patrons and staff will have access to multiple restrooms for purposes of handwashing.
- Public drinking fountains will not be available for use.
- Patrons and guests of GPL are encouraged to wear masks when visiting the library.