



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

COVID-19 Response Plan for Staff, Patrons and Guests

Per Governor Holcomb's Executive Order 20-26, Section 4 and still required under Executive Order 20-48, Section 4, and by Elkhart County Public Health Order 06-2020 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?
 - ◆ Have you been identified by a health agency as suspected of being exposed to someone with Covid-19?

Staff shall notify their direct supervisor immediately if any of the above conditions apply. Staff shall not report to work if they are experiencing any symptoms of Covid-19 and/or are not feeling well. Staff shall not report to work if they are providing direct care for someone who has tested positive for Covid-19. Staff who believe they may have been exposed to someone with Covid-19 or that have been notified by a health agency of an exposure should visit a healthcare provider and follow the direction of healthcare providers and agencies. Staff reporting to work under any of the circumstances listed above may be asked to go home and to call in for further guidance before returning to work. The Director will follow local, state, and federal health agency guidelines related to employee illness, exposure, and returning to work.

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. If coverings are not use, they will be sanitized at regular intervals throughout the day.
- ◆ Items not easily cleaned will be removed from public use including toys, games, upholstered furniture.
- ◆ Public restroom will be cleaned/sanitized after closing/prior to opening each day. Public restroom surfaces will be sanitized at the midpoint of our public service hours daily.
- ◆ Staff restrooms will be sanitized by each staff member following their own use.

Compliance with Social/Physical Distancing and More

- All library employees will strive to maintain a 6 ft distance from other staff and public.
- Patrons and guests of Goshen Public Library will strive to maintain 6 ft distance from other public and staff.
- 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.
- The children's room treehouse will be unavailable for use.
- Open library hours may be limited.
- Duration periods for time patrons and visitors spend inside the building may be limited.
- Public access to the library may be metered and or require appointments.
- Special service hours exist exclusively for senior citizens and other vulnerable populations.
- Curbside and online services remain available for all who request.

Personal Hygiene Measures and Masks

All employees, visitors, and patrons entering the Goshen Public Library must comply with Public Health Order 05-2020, and Executive Order 20-48 regarding the use of face coverings. Anyone found not complying with Public Health Order 05-2020 and Executive Order 20-48 will be refused entry or asked to leave the public building.

- All library employees will be issued two cloth masks and are required to properly 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 and strongly advised for those working in public spaces and not behind plexi shields. It is recommended cloth facemasks be worn in conjunction with plastic face shields.
- If a staff member is working alone in his/her office, no facemask is required.
- If two or more staff members are working together in a confined/enclosed space, then the use of a facemask is required.
- All library employees are advised to wear gloves when appropriate, 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.
- Guests of GPL will be required to use hand sanitizer upon entering the building.
- 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 required to properly wear facemasks when visiting the library (unless they qualify for an exemption as outlined in Public Health Order 05-2020 and Executive Order 20-48).
- Disposable facemasks will be made available to patrons and guests who do not have one.
- Those patrons and visitors who cannot comply with properly wearing a facemask as outlined in Public Health Order 5-2020 and Executive Order 20-48, will be offered remote service options.

Definition: Facemasks and Face Coverings:

A facemask/face covering is a cloth, preferable with two layers of material, which fully covers the mouth and nose and is secured snugly against the sides of the face by straps, ear loops, or being wrapped around the lower face by means to prevent slipping.

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