



# NEW CASTLE • HENRY COUNTY

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## PUBLIC LIBRARY

### Health and Safety Reopening Procedures

The health and safety of NCHCPL staff is a top priority. NCHCPL will phase in library services in order to ensure adherence to federal, state and local public health recommendations. To protect the health of individual staff members, coworkers and the public, the following guidelines will be followed:

#### **Maintain Social Distancing Recommendations**

- All library staff will maintain at least 6 ft. distance at all times.
- Contactless service will be conducted with the public including curbside service, contactless delivery and online and phone reference.
- Library hours may be reduced and staffing schedules may be staggered to minimize the number of staff in the building or department at one time.

#### **Employees Will Implement Basic Infection Prevention Measures**

- Staff should disinfect their areas and high-touch materials at the beginning and end of each shift.
- Staff should frequently and thoroughly wash and sanitize hands. NCHCPL will provide soap, water, and hand sanitizer.
- Employees will refrain from touching their face – mouth, nose, and eyes – while at work.
- Throw tissues, gloves, and wipes in trash receptacle. NCHCPL provides access to multiple trash cans.
- Practice respiratory etiquette including coughing or sneezing into elbow.
- Employees should respect personal working spaces and not use coworker's desk, phone, or workspace when possible.
- Shared workspaces like reference desks should be wiped with disinfectant thoroughly at the change of each shift. Employees should carry their own writing equipment.
- Employees should clean off their desk space at the end of each day to reduce the amount of cleaning that needs to take place.
- Maintain basic housekeeping practices including routine cleaning and disinfecting of surfaces, equipment, and other elements of the workspace using cleaning products approved by the CDC.
- Post handwashing signs in all restrooms that shows proper handwashing procedures.

#### **Utilizing Personal Protective Equipment (PPE)**

- Employees will be provided with either cloth masks or disposable masks to be worn when staff is in common areas or working directly with coworkers or patrons. Social distancing is still required.
- Cloth masks should be washed at home at the end of each day.

- Gloves are available for staff handling returns or materials suspected of contamination. In order to reduce contamination, gloves must be replaced frequently or risk cross contamination. For this reason, staff is encouraged to rely on frequent and thorough handwashing and reserve the gloves for returns.
- Upon removal of any PPE, staff must wash hands thoroughly before touching anything else.

### **Employee Health Screening**

- All employees are required to take their temperature at home before reporting to work at the library. Any employee with a temperature greater than 100 degrees must stay home.
- Each day before reporting to work, employees will assess their personal health by answering the following question:
  - Do you currently have, or in the past 3 days, have you had, any of the following symptoms: dry, persistent cough; sore throat; shortness of breath; muscle aches; or fever greater than 100 degrees?
- If the employee answers yes to any of these questions, they must stay home and contact their manager.

### **Enhanced Cleaning Protocols**

- Library materials will be quarantined for 72 hours when returned by a patron prior to being checked in and shelved.
- In addition to basic housekeeping practices, high-touch areas will be disinfected frequently throughout the day.
- Large public restrooms have been closed to reduce the area that needs to be cleaned and disinfected regularly. Single person restrooms are still available.
- Seating has been removed from the employee break room and employees are to use the area one person at a time. Employees are responsible for disinfecting the area before they leave the room.