



NEW CASTLE • HENRY COUNTY

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 offered to 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.
- Counter shields will be installed at all service desks.
- Staff should ask patrons who don't maintain a safe distance to please step back.
- NCHCPL will make changes in our spaces and procedures to encourage social distancing between patrons.
- Onsite programming will be adjusted or suspended based on social distancing recommendations.
- Meeting room usage will be limited based on social distancing recommendations.
- Computer usage will be limited based on social distancing recommendations. All stations will be sanitized between uses.

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 show 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.
- The library complies with the State of Indiana mask mandate. Disposable masks will be provided if patrons do not have one of their own.

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.
- Patrons who feel unwell or are exhibiting symptoms are asked to not enter the library building.

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.

Infection Disease Outbreak Plan

In the instance that an employee becomes ill, NCHCPL will follow these steps.

- If an employee becomes sick or exhibits symptoms at work, they should immediately notify a supervisor, isolate themselves, and go home.
- If an employee has a confirmed case of COVID-19 or a suspected case as recommended by the employee's doctor, they will give library administration a list of all employees who they had substantial contact with in the last two days as defined by the CDC. All coworkers who had substantial contact with the employee will be informed while still respecting the employee's privacy: "Someone in our workplace has tested positive for Covid-19, and they

have identified you as a close contact according to the CDC definition. If you are at work, please prepare to leave as quickly as you can. Once you get home — or if you are already working from there — find a place to self-isolate, monitor yourself for any symptoms, and talk to your doctor. How can I support you in doing this?”

- All employees determined to have substantial contact with the infected employee in the last two days should follow the following procedures:
 - Self-isolate for 14 days and maintain a social distance of at least six feet from others at all times.
 - Self-monitor for symptoms (take temperature and watch for symptoms) and seek medical attention if symptoms develop.
 - Avoid contact with high-risk individuals.
 - NCHCPL will contact the Henry County Health Department.
 - The department the employee worked in will be closed for 24 hours to allow for enhanced cleaning and disinfection of the employee's workspace and all high touch areas. Depending on the nature of their work, the entire building may be closed.
 - If an employee has a friend or relative with a confirmed case of COVID-19, the employee should follow the advice of their doctor and monitor symptoms before reporting to work.

Healthy Exemptions and Accommodations for Employees

Families First Coronavirus Response Act (FFCRA) provisions apply from April 1, 2020 through December 31, 2020. In the instance that an employee needs to apply for any of the following exemptions or accommodations, they must contact Administration.

- Employee who has been advised by a health care provider to self-quarantine: NCHCPL provides employee leave in accordance with the FFCRA.
- Employee who is experiencing COVID-19 symptoms: employee must stay at home and seek a medical diagnosis. Employee is eligible to utilize the FFCRA.
- Employee who is caring for a family member who has been advised to self-quarantine: employee is eligible for leave in accordance with the FFCRA.
- Employee who is caring for their child whose school or place of care is closed due to COVID-19: employee is able to take leave up to 12 weeks in accordance with the FFCRA .
- Additional accommodations for Employees: NCHCPL will try to work with all employees during the pandemic.
- Employee who is at a higher risk of severe illness to COVID-19: If a health care provider has advised the employee to quarantine, NCHCPL provides employee leave in accordance with the FFCRA.
- Employee who has other issues reporting to work: employee should immediately talk to their manager regarding these issues and discuss the situation.

Employees are encouraged to contact Administration with questions and concerns.

Updated June 15, 2020; updated 10/19/20