

Alexandria- Monroe Public Library Safety Procedures for reopening services

These safety procedures are put into place following CDC guidelines, the Indiana Governor's Executive Orders, and the Indiana Back on Track Plan.

Health Screening Process

Every day before staff report to work, staff must perform the following tasks to self-evaluate their health.

1. Take their temperature at home.
2. Ask the following questions
 - a. Do I have a fever?
 - b. Do I have a cough, sore throat or headache not caused by allergies?
 - c. Do I have any other symptoms of COVID-19, such as shortness of breath, chills or a new loss of sense of taste?
 - d. Am I caring for someone with COVID-19 or suspected of being exposed to COVID-19?
3. Communicate with the Director if they answer "Yes" to any of the questions above
4. They are not to report to work or come to the library if they are feeling sick or if someone in their household is sick.
5. They do not visit the library if they are not working. Any personal library business is to be accomplished right before or after your work shift.

Physical and Social Distancing Requirements and Recommendations

1. It is not required but recommended that a mask be worn in open public/shared areas
2. You are to keep physically distant, at least 6 feet at all times, from other staff members.
3. Staff working with patrons are to follow "no contact" guidelines, and maintain social distance as much as possible.
4. Workstations are not to be shared. Once a station is left for any reason, it is to be disinfected with the proper cleaning materials.

Proper cleaning of highly touched areas and personal hygiene measures

1. Staff wash their hands often for at least 20 seconds at a time making sure to completely dry them with a clean towel.
2. Hand Sanitizer is to be used in between each interaction.
3. Use proper etiquette when sneezing and coughing.
4. Try not to touch your eyes, nose and mouth unless your hands are clean or recently washed.
5. Wipe down highly touched areas, door handles, light switches, keyboards, mice and countertops after each use with a towel soaked with 70% rubbing alcohol or use disinfectant wipes sparingly.
6. When handling materials from the book drop staff may wear plastic gloves.
7. Wipe down all items using a towel soaked with rubbing alcohol and disinfectant wipes.
8. InfoExpress shipments will be wiped down with disinfectant wipes or rubbing alcohol before they are processed. The bags will be cooked for two hours once emptied.
9. When handling InfoExpress items, staff may wear gloves and are encouraged to wash and sanitize their hands frequently throughout the process.