



GDCPL REOPENING SAFEGUARDS

Employee Health Screening Process

GDCPL will institute a self-assessment health screening process for all employees. Staff will take their temperature before coming to the library. If staff answers YES to any of the following questions, they should NOT report to work and must call his/her supervisor or library director to inform them of this. Employees who are feeling unwell should stay home. Before an employee arrives for work, they must ask themselves:

1. Do I have a fever?
2. Do I have a cough--not related to allergies or another known medical condition?
3. Do I have symptoms related to COVID-19? Symptoms currently listed on CDC website: cough, shortness of breath, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell
4. Have I had contact with someone who has recently tested positive for COVID-19?

Enhanced Cleaning

- Library Materials
 - Library materials will be quarantined for 72 hours when returned to the library.
 - Library materials will be disinfected after quarantine.
- Frequently Used Surfaces
 - All frequently used areas such as countertops, keyboards, mice, and phones will be cleaned with disinfectant after each transaction and/or each staff use.
 - Surfaces such as door handles, drawer pulls, and tops of sanitizer bottles will be wiped down with disinfectant on a frequent basis.
- Library janitorial staff will increase frequency of cleaning procedures.

Compliance with Social Distancing

- All library employees will maintain 6-foot distance at all times.
- Employees will be scheduled so that the 6-foot distance may be maintained.
- Contactless transactions will be conducted with the public including curbside service for materials and online and phone reference. Staff will wear masks and materials will be placed in new bags.
- Once the library is open to the public:
 - Sneeze guards will be installed at circulation desks
 - Spots will be marked for patrons to stand while waiting to check out
 - Furniture such as tables and chairs will be moved to ensure 6-foot physical distancing and to limit contact between patrons.
 - The number of patrons in the building at one time may be restricted per state and federal guidelines

Hygiene Measures

- All library employees are required to properly wear masks when in the library unless in their own offices.
- All employees are required to practice frequent handwashing and use of hand sanitizer.
- Staff will be required to wear gloves when unloading the book return.
- Hand sanitizer and restroom facilities will be made available for public use to wash hands and frequently checked to ensure they are stocked with soap, once the library is open to the public.
- Patrons will be discouraged from coming into the library if they are sick and all patrons are encouraged to wear masks when entering the library.