

North Madison County Public Library System Safety Procedures for Phasing in 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 you report to work, you are required perform the following tasks.

1. Take your temperature at home.
2. Answer 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. Are you caring for someone with COVID-19 or suspected of being exposed to COVID-19?
3. E-mail the answers to these questions to your manager and the director.
4. You are not to report to work or come to the library if you are feeling sick or if someone in your household is sick. If you are scheduled to work and have any of these symptoms or concerns, you need to let your manager or the director know as soon as possible.
5. Do not visit the library if you are not working. Any personal library business can be accomplished right before or after your work shift.

Physical and Social Distancing Requirements

1. When you arrive for your shift, you are to be wearing a mask and continue to wear a mask in shared areas especially circulation desk areas. For employees constantly working in these shared areas, take small breaks in non-shared areas to get a break from the mask.
2. You are to keep physically distant, at least 6 feet at all times, from other staff members.
3. For patron contact, you are to follow the "no contact" guidelines listed in the curbside and computer use instructions.
4. For smaller areas, break and staff rooms, only one staff member is allowed at a time. As arrival times are staggered, break times should also be staggered.
5. Sneeze guards will be placed in high traffic and patron transaction areas at each circulation desk.

Proper cleaning of highly touched areas and personal hygiene measures

1. Wash your hands often for at least 20 seconds at a time making sure to completely dry them with a clean towel.
2. Use hand sanitizer if you are not able to wash your hands.
3. Wash your hands after blowing your nose.
4. Use proper etiquette when sneezing and coughing.
5. Try not to touch your eyes, nose and mouth unless your hands are clean or recently washed.
6. Wipe down highly touched areas, door handles, light switches, microwave and refrigerator doors, keyboards, mice and countertops after each use with a towel soaked with 70% rubbing alcohol or use disinfectant wipes sparingly.
7. When handling materials from the book drop you can wear reusable plastic gloves.
8. After following the heating procedures, wipe down all items using a towel soaked with rubbing alcohol.
9. Items will be held for 24 hours before being reshelved or checked out to another patron.
10. InfoExpress shipments will be held in tightly closed totes for 72 hours before handling.