

## Libbie Cass Library Work Protocol

These guidelines are in compliance with the Governor's [Stay at Home Order 2.0](#) and [Universal Guidance](#).

1. Any staff who are sick or not feeling well will stay home. Possible symptoms include: Fever, respiratory symptoms such as runny nose, sore throat, cough, or shortness of breath; flu-like symptoms such as muscle aches, chill, and severe fatigue; and changes in a person's sense of taste or smell.
2. All staff will follow the process for screening for illness and when to return to work.
  - a. The following questions will be self-imposed:
    - i. Have you been in close contact with a confirmed case of COVID-19?
    - ii. Have you had a fever or felt feverish in the last 72 hours?
    - iii. Are you experiencing a runny nose, sore throat, cough or shortness of breath?
    - iv. Are you experiencing any new muscle aches or chills?
    - v. Have you experienced any new change in your sense of taste and smell?
  - b. if the answer is yes to any of the screening questions, staff will not go into work. Staff will follow the [CDC guidelines for what to do if you're sick](#). This includes:
    - i. Stay at home except to receive medical care.
    - ii. Separate from other people. Wear a mask if around others.
    - iii. Monitor symptoms.
    - iv. Call ahead before visiting the doctor.
    - v. Continue with hand hygiene and cough and sneeze etiquette.
  - c. According to the [Return to Work Guidelines by the CDC](#), staff will return when there has been 3 days of no fever, 10 days since onset of symptoms, and respiratory symptoms have improved even if not resolved.
3. Staff will wash hands for 20 seconds upon arriving at work, before checking out books, and after handling book returns. Additional times to wash hands include: after blowing one's nose, coughing, or sneezing, after using the restroom.
4. When closed to the public, high touch areas will be disinfected upon leaving work. Door handles wiped down after every curbside pickup. When open to the public, high touch areas such as door handles will be wiped down after every visit.
5. In order to mitigate exposure:
  - a. Employee protections
    - i. [Staff will wear masks](#) when dealing with the public in the library. Staff will follow procedures for using masks according to the [CDC PDF](#). Also see the [NH Division of Public Health Services Recommendations](#).
    - ii. While wearing masks, do not touch eyes, nose, mouth, or face or adjust mask without washing hands. And, wash hands directly afterwards.
    - iii. Hand sanitizer will be available.
    - iv. Staff will follow etiquette for coughing, sneezing, and handwashing.

- v. If staff becomes sick during the day, they will leave immediately and workspace surfaces will be cleaned.
  - vi. Staff will work from home as much as practical.
  - vii. If any staff are diagnosed with COVID-19, the library will close for cleaning and disinfecting.
  - viii. When open to the public, staff will maintain a 6 feet distance from patrons when possible. Plastic shields will separate staff and patrons at the circulation desk..
- b. Consumer Protection
- i. When open to the public, a limited number of patrons will be allowed inside the library. Before entering for appointment only, patrons will be encouraged to not visit if they have been around anyone with Covid-19 or are experiencing any symptoms.
  - ii. Staff will wear masks at all times when dealing with the public.
  - iii. Patrons will be encouraged to wear cloth face coverings at all times when inside the library. If possible, we will offer masks.
  - iv. Consider appointments for high-risk patrons.
  - v. No-contact pick up will continue to be offered to those who want it, even after opening to the public by appointment or a limited number.
  - vi. Signs will be posted encouraging social distancing. Floor markings will be added to encourage the six foot separation.
  - vii. High touch surfaces will be disinfected after visits.
  - viii. When appointment only visits are allowed, all touched materials if not checked out will be set aside for quarantine.