

Charlestown Clark County Public Library Reopening Safeguards

May 5, 2020

Employee Health Screening Process

- All Charlestown Clark County staff will report to their managers by email their status of the following questions:
 1. Do you have a fever of 100.9 or higher?
 2. Do you have a cough, sore throat or headache not caused by allergies?
 3. Do you have other symptoms of COVID-19, such as shortness of breath, chills or a new loss of sense or taste?
 4. Are you caring for someone with COVID-19 or suspected of being exposed to Covid-19?
- Staff will not report to work if they are feeling unwell, have any of the symptoms or are caring for someone sick with COVID-19 or suspected of being exposed to Covid-19.

Enhanced Cleaning

- Library Materials
 1. Library materials will be quarantined for 48 hours when returned to the library.
 2. Library materials, after the quarantine period, will be cleaned with disinfectant wipes if on hold for another customer.
- Frequently Used Surfaces
 1. All frequently used areas such as counter tops, keyboards, mice and phones will be cleaned with disinfectant wipes after each transaction and/or each staff use.
 2. Surfaces such as door handles, drawer pulls, and tops of sanitizer bottles will be wiped down with disinfectant wipes every hour.

Compliance with Social Distancing

- All library employees will maintain a 6 ft. distance at all time
- 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 or quarantined bags.
- Document services will be handled at the library door with staff utilizing gloves and masks.
- Sneeze guards will be placed in front of circulation check out locations, reference and other publicly visible desks.

Hygiene Measures

- All library employees are required to properly wear masks when in the library unless in their own offices.
- All library employees may wear gloves when handling materials.
- All library employees are required to practice frequent handwashing and use of hand sanitizer.
- Hand sanitizer and boxes of tissues will be made for public use.