

Salem-Washington Township Public Library

Library Reopening Safeguards

May 11, 2020

Employee Health Screening Process

The Library employee will monitor their health status. If any of the following are true, then the employee will notify their supervisor and not report to work.

- Do you have a fever?
- Do you have any other symptoms of COVID-19?
- Are you caring for someone with COVID-19?
- Are you suspected of being exposed to COVID-19?

Enhanced Cleaning

Library Materials

- Library materials will be quarantined for 72 hours when returned to the library.

Frequently Used Surfaces

- All frequently used items such as keyboards, mice, phones will be cleaned with disinfectant routinely throughout the work day.
- Surfaces such as door handles, light switches, faucet handles, and tops of sanitizer bottles will be routinely wiped down with disinfectant wipes throughout the day.

Compliance with Social Distancing

All library employees will maintain a 6 ft. distance at all times

Contactless transactions will be conducted with the public for curbside service for materials.

Contactless transactions will be conducted with the public for document services.

Barriers will be placed at circulation desks for the safety of the staff and patrons.

Hygiene Measures

All library employees are required to wear masks when in the vicinity of other staff, in public areas, and when providing curbside and document services.

All library employees may wear gloves when handling materials.

All library employees will have access to facilities to wash their hands and use of hand sanitizer during their shift.