



## **Reopening Safeguards**

**Westfield Washington Public Library will follow the guidance from Governor Holcomb's Back on Track Indiana plan [www.backontrack.in.gov](http://www.backontrack.in.gov)**

### **Employee Health Screening Process**

- All Westfield Washington Public Library employees will do a Self-Assessment before reporting to work by answering these questions
  - Do you have a fever?
  - Do you have a cough?
  - Do you have other symptoms of COVID-19?
- If employees answer yes to any of these questions or if they generally feel unwell they should not report to work and contact their supervisor/Director
- The Director will follow CDC recommendations or local health care provide guidance for when to allow the employee to return to work.
- Employees will work remotely from home when possible and/or use appropriate leaves.

### **Enhanced Cleaning**

- Library materials will be quarantined for 48 hours when returned by a customer
- There will be another 24 hour waiting period before items can be placed back into circulation.
- Transit items will be quarantined for 72 hours after delivery
- Frequently Used Surfaces
  - All frequently used areas will be cleaned multiple times a day
  - Wipes/Bleach solution are available at public and staff computer stations and shall be used to clean keyboards/mice between different users.

### **Compliance with Social Distancing**

- All library employees will maintain a 6 ft. distance at all times
- Contactless transactions will be conducted with public including curbside service, contactless delivery and online and phone reference.
- Meetings, gatherings, events and programs, when allowed, will require the ability of social distancing to be maintained.

### **Personal Hygiene/Ability to Wash Hands**

- All library employees are required to wear masks when in the vicinity of other staff and at all times in public areas until at least stage 4 of the Indiana Back on Track Plan.
- All library employees may wear gloves when handling materials
- All library employees are required to practice frequent handwashing
- Hand Sanitizer will also be made available at key locations throughout the library