

Jay County Public Library  
Safety Measures Plan (May 26 - July 18)

In the effort to ensure a safe environment for employees and patrons, the following actions are being taken to minimize the chance of spreading the Covid-19 virus.

**Employee Health Screening:**

All employees are required to notify the Director if they have a fever of 100 degrees or more or other CDC recognized symptoms of Covid-19. The employee will be asked to stay at home or to go home if at work and call in for further guidance. The Director will follow CDC recommendations or local healthcare provider guidance for when to allow the employee to return to work. The employee will work remotely from home when possible and/or use appropriate leaves. All employees are encouraged to stay home from work when not feeling well for any reason.

**Clean/Disinfecting Protocols:**

Facilities - High touch surfaces are wiped throughout the day. Wipes are available for staff to clean common use computer equipment and other items.

Library Materials - Returned materials are cleaned with a hospital-grade disinfectant before being placed back in circulation. Staff will wear gloves while handling and sanitizing returned library materials. Children's play materials will be unavailable. Other materials that are difficult to disinfect will be also unavailable. No money will be accepted for fines or other services during this time. Document services are free of charge.

**Hand-Washing/Sanitizing Availability:**

All employees have access to multiple restrooms with hand-washing procedure guidelines posted at the sinks. Employees are strongly encouraged in the practice of hand-washing and use of hand sanitizer. Hand sanitizer (along with tissues) will also be made available at key locations throughout the facility.

**Social Distancing/Protective Measures:**

Social Distancing of six feet or more will be maintained by staff when possible. Staff are discouraged from congregating in small areas. Staff are also expected to wipe down areas of the staff lounge after use. Patrons will be encouraged to maintain social distancing when possible. Signs and decals on the floor will serve as reminders of this. Reconfiguration of certain areas is done to prevent gathering of patrons. Staff/patron interactions at the front desk need to be done through plexiglass screens.

**Curbside Service:**

This service will still be available to patrons. This is a touchless service - staff place a bag of materials only in an unoccupied space of the patron's vehicle. Staff will wear gloves when taking the bag out to the vehicle and maintain a physical distance from the patron when speaking to them.