

Jay County Public Library
Safety Measures Plan (May 4 - May 25)

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 unavailable.

Hand-Washing/Sanitizing Availability:

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

Social Distancing/Protective Measures:

Social Distancing of six feet or more will be maintained when possible. The building itself will be closed to the public during this period of time. Staff are discouraged from congregating in small areas. Staff are also expected to wipe down areas of the staff lounge after use.

Curbside Service:

This is the only library service 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.