

## **SAFETY GUIDELINES**

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### **YVL specific plan**

1. Before and/or upon returning to work, all staff are asked to watch the webinar and read the document:
  - Watch this webinar, especially the question and answer period at the end: <https://www.ims.gov/webinars/mitigating-covid-19-when-managing-paper-based-circulating-and-other-types-collections>
  - Read this document and see the links at the bottom if you are interested in reading further: <https://www.slrc.info/uploadedfiles/slrc/home/slides/handling%20materials%20during%20covid-19-update03.30.2020.pdf>
2. Read and or listen to the following upon the first day of returning to work:
  - Covid-19 Training Checklist
  - Library Staff Instructions
  - Sick Employee Plan
  - No Contact Pickup Service
  - Have your COVID-19 Site Supervisor show you where the quarantined area is located in your building & how the quarantine system works.
  - Public Service Staff will complete Ryan Dowd's COVID: How to Deal with Problem Behaviors Related to COVID-19 webinar
3. Before returning to work each day, perform the "Staff Health Self-Assessment".

### **Handling returned materials**

Put returned materials in quarantine for 48 hours.

1. Know where the quarantine area is located in your community library, established by zone managers and Community Library Supervisors
2. Bring in the book return trucks, transfer all items to a cart, crates, or bins for quarantine. Do not check items in at this point.
3. Label each cart, crate, or bin with the date/time of returns. Place items in the designated quarantined area for 48 hours.
4. Wash hands with soap and hot water for 20 seconds (use hand sanitizer if soap and hot water are not available).
5. Polaris grace period will be extended as needed to account for quarantine time.
6. After items have been quarantined for 48 hours, items should be processed as usual: checked in and shelved. Use book cleaner on covers if covers are dirty. Reserve PDI Super Sani-Cloths wipes (purple lid) or a bleach & water mixture for sanitizing library surfaces.

### **Sanitizing the Library**

1. Wear gloves to complete sanitization of items listed below. Hourly cleaning is also listed on the "Daily Cleaning Checklist for Libraries".

2. Self-checks— use disinfectant sprayed onto cloth/paper towels, PDI Super Sani-Cloths wipes or a bleach & water mixture to wipe down equipment and let dry. Sanitize hourly. Place hand sanitizer beside self-checks.
3. Computer tower, keyboard (keyboard cover), Mouse, Monitor frame (avoid the privacy screen), Printer — use disinfectant sprayed onto cloth/paper towels, PDI Super Sani-Cloths wipes or a bleach & water mixture to wipe down equipment and let dry. **Sanitize after each use.**
4. Privacy Screens on Public Computers – Spray a microfiber cloth with screen cleaner or vinegar/water mixture, as needed. Sanitize after each use.
5. Frequently touched surfaces **once per hour**, such as door handles, tables, chairs, OPACS, bathroom doors and handles –use disinfectant spray and cloth/paper towels, PDI Super Sani-Cloths wipes or a bleach & water mixture to wipe down surfaces and let dry.
6. Sanitize the sneeze guards **once per hour** –use disinfectant spray and cloth/paper towels, PDI Super Sani-Cloths wipes or a bleach & water mixture to wipe down surfaces and let dry.
7. Remove gloves and dispose in garbage can.
8. Wash hands for 20 seconds with soap and hot water after completing sanitization (use hand sanitizer if soap and hot water are not available).

### General Safety

1. Staff monitor sufficient supply of PPE and cleaning supplies and order as needed.
2. All library staff and patrons age 5 and older are required to wear a face mask at all times while inside the facility. Curbside pickup is an alternatives for those who cannot wear a mask. YVL will provide masks for those who do not bring one.
3. Patrons will be limited to 30 minutes inside the library each day.
4. Computer sessions will be limited to 30 minutes per day.
5. Scan patron's library card with barcode scanner while the patron holds their card up on the public's side of the sneeze guard.
6. Move RFID pad to patron side of sneeze guard so they can place their own items on the pad at checkout.
7. Avoid touching eyes, nose and mouth with unwashed hands.
8. Cover coughs and sneezes.
9. Stay home if you are sick.
10. Avoid others who are sick.
11. Wash hands frequently with soap and hot water for 20 seconds (use hand sanitizer if soap and water are not available).
12. Sanitize your work area before switching with other staff: all surfaces that have been touched like countertops, RFID pads, scanners, keyboards (keyboard covers), phones, book carts, and anything else that has been touched.
13. YVL will provide face shields for staff. Sanitize face shields as necessary throughout the day.
14. YVL will also provide disposable masks. Staff are welcome to supply their own mask if they prefer a different style, provided they meet the minimum requirements. Masks are required to be worn in the library buildings and vehicles. Exceptions would be if you are alone in your office, building or vehicle.
15. Hand sanitizer will be provided for staff and public throughout the libraries, as supply is available. Handwashing signage should remain in place. Contact programming if additional signs are needed.
16. Phones are not available for public use. If a patron needs to call for a ride, make that call for them.
17. Follow regular incident reporting procedures including the Sick Employee Plan and Self-assessment procedures and recommendations from the CDC and/or local health authorities

**Social/Physical Distancing**

1. For social distancing, we will follow the recommendations of the CDC (Center for Disease Control & Prevention). Maintain six feet of social distance to prevent the spread of illness. This applies to staff working near each other and interactions with the public.
2. Distance markers will be placed in high traffic areas such as check-out lines, as well as outside the library in order to maintain six-foot physical distancing requirements.
3. YVL vehicle usage: If more than one person is in vehicle, masks are required. Sanitize door handles and interior after each use. Wipe down gas card after use.
4. If needed, re-arrange or remove furniture to increase distances between people.
5. Signage will be placed at entrances and throughout the library alerting staff and customers to required occupancy limits, six-foot physical distancing guidance, and policy on facial coverings.
6. If possible, install physical barriers such as sneeze guards at service points or between workers.
7. When possible, schedule 2 teams to work alternate shifts/days to minimize contact and possible exposure.
8. Stagger shifts to reduce the number of staff working in close proximity.
9. Stagger breaks to reduce congregation in break areas. Have staff go home to eat if possible rather than eating in a break area. Have staff bring their own utensils to work.
10. We will limit the number of patrons who enter a building to follow Washington State Governor's Requirements. The current guidance is 25% or less capacity in Phase 2 and 50% or less capacity while county is in Phase 3. Staff member will monitor number of patrons inside the libraries at all times.
11. Meeting rooms and study rooms will remain closed while in Phase 2.

Library Executive Director will monitor these openings closely and may make adjustments to the guidelines as are necessary. Yakima Valley Libraries is taking many extra precautions to provide safety for both patrons and staff. However, Yakima Valley Libraries cannot and does not make any medical/scientific safety guarantees regarding using the library or borrowing library materials.