Revised 7/10/20

These Operational Policies and Procedures are additional to pre-existing policies and procedures; they will be relaxed at such a time as library administration and the Board of Trustees, looking at guidance from federal, state, and local health officials, believe it is safe for staff and patrons to do so. Any policies and procedures outlined in Pandemic Policies and Procedures that contradict pre-existing policies and procedures supersede those that pre-existed. Pandemic Policies and Procedures were crafted by utilizing federal and state guidelines along with professional experience. These policies and procedures are subject to change as the pandemic situation evolves.

Pandemic Operational Policies and Procedures: Public Services

In order to operate in as safe of a manner as possible in light of the Covid-19 pandemic, Guernsey County District Public Library will be implementing the following policies, procedures, and facilities adjustments:

* Per state recommendations, patrons and non-employees will be required to maintain six feet of social distancing
  + Markings will be placed at circulation points delineating six feet of distance to show patrons the proper distance to be kept while queuing for service
* Patrons and non-employees will be strongly discouraged from visiting in groups
* The library will be open for two hours per weekday solely for at-risk patrons, from 9:00 AM to 11:00 AM Monday through Friday; at-risk patrons are defined as those individuals determined to be at high-risk to contract the coronavirus by the CDC
* Patrons are strongly recommended to wear masks or facial coverings over their nose and mouth
  + Per state mandates, if Guernsey County were to be deemed a Level 3 or higher outbreak county, masks would be required for everyone entering any library facility.
* Vendors are required to wear masks or facial coverings.
* Patrons and non-employees will be required to limit one person to use of a public computer or catalog computer at a time
* Employees will be provided with masks and gloves to use when handling materials and working with the public
* Germ-guards will be installed at each circulation point
* Drinking fountains will be turned off
* Furniture has been removed and spaced to accommodate social distancing standards; furniture may not be moved by patrons
* Building attendance limits and these encouragements and discouragements will be posted on large signs at entry points for each branch
* Meeting spaces and study rooms will not be available for public use
* Aisles through the stacks will have a specific direction through which they can be walked, and aisles may only hold one person at a time. Staff will cede aisles to patrons
* All donations of materials will be halted
* Materials will be isolated for 72 hours upon return to the library to best ensure there is no active Coronavirus particles on those items.

Pandemic Operational Policies and Procedures: Internal Employees

* Employees must to take their temperatures before reporting to work. If they report a fever of over 100.4 degrees, they will be required to stay home; if an employee is showing any symptoms of Covid-19, they are required to stay home
* Employees will be provided instructional videos and documents as to how to best safely remove masks and gloves; these videos and documents must be reviewed at the beginning of their first shift after calamity leave
* Staff that are determined to be able to work remotely will be allowed to do so; all telecommuting work must be documented in detail in fifteen minute increments utilizing the appropriate forms
* Employees will be required to wear masks while on work time
* Employees will be required to wash their hands at least twice per hour or as necessary, whichever is greater
* Gloves will be provided, but will not be required to be worn
* Employees will be required to maintain six feet of social distance between patrons, non-employees, and employees at all times
* Individual employees will be assigned to answer specific phones for certain periods of time; phones will be disinfected between phone shifts
* Common surfaces must be disinfected regularly throughout the day
  + Disinfecting wipes and sprays will be prioritized for use with electronics; hard surfaces, doorknobs, light switches, and similar surfaces should be cleaned with a diluted bleach solution
* If at all possible, employees should have individual, dedicated computer work stations to prevent cross-contamination during blocks of time. After every time that a workstation has been used, employees are required to sanitize the keyboard and mouse of the workstation they have been using
* Employees must sanitize surfaces after taking breaks and lunches (this sanitization must be done on work time, not break time)
* Only one employee will be allowed in the break room at a time due to its size, which prohibits social distancing
  + At Crossroads, the storytime room and board room will be provided as overflow staff space. The storytime room is capped at two people at a time, the board room is capped at one person at a time
  + At the Downtown location, the study rooms on the mezzanine will be provided as overflow staff space, capped at one person at a time
  + At the Byesville location, the meeting room will be provided as overflow staff space, capped at two people at a time
* If an employee tests **positive** for Covid-19, they are to seek medical help and inform the library as soon as possible. When informed that an employee has Covid-19, the library will contact the Guernsey County Health Department and inform all employees that there has been a positive test. In determining when the employee will be allowed back into the workplace, the following minimum benchmarks, as laid out by the CDC, must be met:
  + If the employee was quarantined at home, they will be allowed back to work no sooner than 72 hours since their most recent fever has passed
  + If the employee was asymptomatic, they will be allowed back to work no sooner than 7 days after they tested positive, and as long as they remain asymptomatic.
  + If the employee was hospitalized, follow doctor’s orders
* If an employee is **verified or believed to have been exposed** to Covid-19, they will be allowed back to work no sooner than 14 days after initial exposure.
* This workplace will follow the requirements laid out by the FFCR Act

The Guernsey County District Public Library will be opened gradually to the public through three phases while we are in the pandemic: Curbside Service, Limited Opening, and Opening. These phases will be gone through as determined by library administration, and may last as long as library administration deems necessary. During each of these phases, all of the previously mentioned policies and procedures will remain in place.

Curbside Service:

In Curbside Service, no patrons will be allowed in the building. Staff will fulfill holds by calling users as their holds come in, letting them know how long the items will be held, and giving those items to the patron at the door of each library branch. Exact procedures will vary depending on each branch, as each branch has specific physical layouts that merit different approaches.

Limited Opening

In Limited Opening, patrons will be allowed entrance to very specific areas of the building, including areas for computer use and near the circulation desk. Areas will be visibly and physically delineated, and signs will be up informing patrons of these limits. If a patron is looking to check out any item, they will ask for either a specific item or a selection of items, and a staff member will retrieve those items from the stacks for the patron to choose from. Computer use will be limited to fifteen minutes at a time, and computer stations will be sanitized between uses. Staff will sanitize entrance and exit door handles at least twice an hour. Restrooms will be closed to patrons. Patron attendance limits in each branch will be as follows:

* Crossroads Branch: No more than 10 patrons in the building at a time.
* Downtown Branch: No more than 10 patrons in the building at a time; the Finley Room will not be accessible to patrons.
* Byesville Branch: No more than 5 patrons in the building at a time.

Opening

In Opening, patrons will be allowed access into the open sections of the building, not including meeting rooms, study rooms, or areas where access is traditionally not allowed. Patrons will be able to retrieve their own items from the stacks. Only one person/visiting unit (mother/son, husband/wife, grandpa/granddaughter) will be allowed in the stacks at a time; staff will cede the aisle to patrons. Patrons are limited to a maximum stay of 30 minutes in the library, once per day; this includes use of the Finley Room. Use of the Finley Room will require patrons to wear a mask and gloves; spare sets will be available at the library. Computer use will be limited to 30 minutes at a time, and computer stations will be sanitized between uses. Patron attendance limits in each branch will be as follows:

* Crossroads Branch: No more than 20 patrons in the building at a time.
* Downtown Branch: No more than 20 patrons in the main space of the building at a time; no more than one person in the elevator at a time, unless medically necessary; no more than two patrons in the Finley Room at a time.
* Byesville: No more than 10 patrons in the building at a time