

NY Forward Safety Plan

Additional Details about Easton Library's Safety Plans, continued:

Section III – B (Box 1)

Areas used by the symptomatic or sick person will be cleaned and disinfected according to the CDC cleaning and disinfection recommendations after the person has left the facility:

1. Close operations at the library.
2. Open outside doors and windows to increase air circulation in the area.
3. Wait 24 hours before you clean and disinfect. If 24 hours is not feasible, wait as long as possible.
4. Clean and disinfect all areas used by the person who is sick or symptomatic, such as bathrooms, common areas, and shared equipment.
5. Once the area has been appropriately disinfected, it can be opened for use.
 - Staff without close contact with the person who is sick can return to the work area Immediately after disinfection.

A bleach solution* for countertops and high-touch areas will be used for decontamination. (Purchased locally.) Alcohol wipes (70% min.) for electronics will be used for decontamination. (Purchased at Amazon.)

Section III – B (Box 2)

A continuous log will be maintained at the circulation desk. We will log vendors, delivery people and staff.

Easton Library will put a notice on their website with the dates that a case was positive and then people can check if they were in the library at that time.

The Washington County health department and New York State Department of Health will be notified by the library director.

GENERAL HEALTH STRATEGIES:

1. All library staff must wash their hands regularly for 20 seconds with soap. Hand sanitizer can be used when not in proximity to a sink.
2. All library staff must always wear a mask in the library. The cloth face cover is not a substitute for social distancing. Spaces where this applies includes, but is not limited to, library book areas, computer area, copier area, stairway, behind the circulation desk, elevator, and meeting room.
3. Easton Library will provide masks for staff.
4. Easton Library staff will frequently disinfect their work surfaces.
5. Easton Library staff must stay home if they are sick.
6. All patrons or visitors who enter Easton Library are required to wear a mask. People who cannot comply must leave the library immediately.

- Any patron who is unable to wear masks due to health or physical conditions will not be allowed in the building but will be provided with alternative services. (i.e., a staff member will bring the material(s) outside to waiting patron, or staff will make copies and deliver to patron waiting outside.)

7. All visitors to Easton Library must obey appropriate physical distancing of 6 feet from others.

Guidelines for Materials Handling & Delivery:

- Library materials should be **quarantined for at least 4 days after they are returned** to our library by patrons. Items should **not** be checked-in until the materials have been in quarantine for at least 4 days.
- Patrons will return materials (as directed by the library staff) to **book drop** to avoid person-to-person contact and allow better means to quarantine materials.
 - Staff should wear masks when handling returned items and wash their hands afterwards (even if wearing gloves).
 - Boxes will be labeled with the day of the week. Staff should put returned materials in the box that is labeled **four days** from the current day you are collecting the materials. (i.e., If the day is Monday the books will go into the Friday box. Even though the library was closed on Sunday, we have no way of knowing exactly when the books were put into the book drop. On Saturday (since we are closed on Fridays) of the week any of the materials in the Friday (and Saturday) box can be checked IN.)
 - The materials will be quarantined in the downstairs meeting room. The staff will use a cart to move the books taking the elevator down to the meeting room. The materials must remain boxed until they reach the meeting room, where they may be placed into their proper “day” box.
- Library staff must wear masks and wash hands when sorting delivery materials to keep quarantined materials as safe as possible. **All materials received through delivery service from SALS are assumed to be quarantined and can be checked-in when received.**

***Diluted Bleach Solution**

- Use a **5-6%** concentration of Sodium Hypochlorite
- Check expiration date of bleach.
- Leave solution on surface for at least 1 minute.
 - 5 Tbsp. of bleach (1/3 C) per 1 Gallon of (room temperature) water
- Or
 - 4 tsp. bleach per 1 Qt. of (room temperature) water

Alcohol Solution

- 70% Isopropyl Alcohol/ 30% Water Minimum for Coronavirus
- Use for electronics.
 - Tablets, Touch Screens, Keyboards, remote controls, telephones, computer mice, book wand, fax machine, and printers and copiers.
Consider wipeable covers, alcohol-based wipes or sprays containing at least 70% alcohol
- Air dry surfaces thoroughly.
- For printers, after disinfecting, use a glass cleaner on copier so there will not be streaking.

Policy Approved by Board of Trustees: 6/25/2020

Updated: 8/5/2020