

ANDREWS-DALLAS TOWNSHIP PUBLIC LIBRARY

Reopening Safeguards per Executive Order 20-26, Section 4a

Employee Health Screening Process

- Employees are required to take their temperature before reporting to the library.
- Employees must inform the director or board president if they are experiencing any of the following symptoms:
 - Fever
 - Cough or respiratory symptom that is not attributed to other known causes
 - Other COVID-19 symptoms in combination: chills, muscle pain, headache, sore throat, new loss of taste or smell
- Employees will not report to work or will not stay at work if they are feeling unwell or have symptoms of COVID-19.
- Sick employees should “stay home until they are free of fever without the use of medication for at least 72 hours, symptoms have improved for at least 72 hours, and at least 7 days have passed since symptoms first began.” (per EO 20-26:5c)

Enhanced Cleaning and Disinfecting

- Library materials will be quarantined for 48 hours when returned before being reshelfed or used to fill a request by another patron.
- Computers will have disposable plastic coverings that will be changed between users.
- Frequently used surfaces will be cleaned with 70% alcohol, bleach solution, or disinfectant wipes after each transaction whenever possible and again at the end of the day.

Personal Hygiene Measures

- Employees and patrons may wear masks.
- Employees are required to practice frequent handwashing and hand sanitizing.
- Employees and patrons will have access to hand sanitizer and the upstairs sink throughout the day.

Compliance with Social Distancing

- The number of patrons in the building will be limited in order to maintain social distance.
- Limited contacted transactions will be available including curbside pick-up of items and documents and not handling library cards.
- Public computers will be spaced at least 6’ apart and limited to 30 minutes of usage per patron.
- Meeting room will not be available for use, and seating areas will be spaced appropriately and limited to 30 minutes of wi-fi device usage.