

Coronavirus (COVID-19) Statement

The health, safety, and well-being of our employees is our highest priority. Therefore, Downers Grove Public Library wishes to reinforce best practices with regard to preventative health and safety measures.

Hygiene Practices

The Downers Grove Public Library recommends the following health and safety actions as recommended by the Centers for Disease Control and Prevention:

- **Wash your hands often**
 - Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
 - If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
- **Avoid close contact**
 - Avoid close contact with people who are sick
 - Stay home as much as possible.
 - Put distance (6 feet) between yourself and other people.
 - Remember that some people without symptoms may be able to spread virus.
 - Keeping distance from others is especially important for people who are at higher risk of getting very sick.
- **Cover your mouth and nose with a cloth face cover when around others**
 - You could spread COVID-19 to others even if you do not feel sick.
 - Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.
 - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
 - The cloth face cover is meant to protect other people in case you are infected.
 - Do NOT use a facemask meant for a healthcare worker.
 - Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.
- **Cover coughs and sneezes**
 - If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
 - Throw used tissues in the trash.

- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Travel Outside the Country

If you or anyone in your household has traveled to or from a country that is designated a Level Warning Three as designated by the CDC within the past month, please notify your supervisor or Administration. You may be asked to self-quarantine for 14 days after possible exposure and notify us if you develop any COVID-19 symptoms during this time.

Illness/Sickness

According to the Illinois Department of Public Health, other respiratory viruses (i.e., influenza) are currently circulating in Illinois. Fever, coughing, and difficulty breathing are symptoms associated with these viruses. Employees exhibiting any of these symptoms or other signs of illness will be asked to go home. Employees should not return to work until all signs and symptoms are gone, including being fever free for at least 24 hours while free from medication.

If an employee has signs or symptoms indicating COVID-19 (fever and/or symptoms of acute respiratory illness (e.g., cough, difficulty breathing) per the chart below), the employee will be asked to notify their supervisor or Administration and seek medical assistance. Employees who are out for more than three days, or who have tested positive for COVID-19, may be asked to bring in a doctor's note indicating they are fit to return to duty.

Symptoms of COVID-19, cold, influenza

| Symptoms | COVID-19 | Influenza (Flu) | Cold |
|---|----------|--------------------|------|
| Dry cough | +++ | +++ | + |
| Fever | +++ | +++ | - |
| Stuffy nose | - | ++ | +++ |
| Sore throat | ++ | ++ | +++ |
| Shortness of breath | ++ | -- | -- |
| Headache | ++ | +++ | - |
| Body aches | ++ | +++ | +++ |
| Sneezing | -- | -- | +++ |
| Exhaustion | ++ | +++ | ++ |
| Diarrhea | - | ++ | -- |
| +++ Frequent ++ Sometimes + Occasionally - Rare -- Not observed | | | |



Source: WHO, CDC

Links to more information on the coronavirus:

- World Health Organization:
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- Occupational Health and Safety Administration
<https://www.osha.gov/SLTC/covid-19/>
- Centers for Disease Control:
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
<https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>
- Illinois Department of Public Health:
<http://dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus>