

14:04:04 From Natalie Ziarnik to All panelists : Erica we can't hear you well. It starts and stops
14:04:53 From Natalie Ziarnik to All panelists : I'm having internet issues. Need to move.
14:06:47 From Michelle Walters to All panelists : 1 week! New magazines check out for one week.
14:07:05 From Christen Wiser to All panelists : thank you
14:07:41 From Ela Area Public Library to Natalie Ziarnik(Privately) : If you can connect the laptop to your monitor setup the internet will be better
14:08:20 From Michelle Bourgeois to All panelists : Natalie - you're welcome to use my office if needed. My wifi usually works ok
14:09:13 From Ela Area Public Library to All panelists : If you can connect the laptop to the monitor setup in your office the internet will be better
14:09:43 From Michelle Bourgeois to All panelists : there might be an extension for the mac in the bookcase in your office
14:10:06 From Michelle Bourgeois to All panelists : or there might be an extension cord in forge
14:10:10 From Michelle Bourgeois to All panelists : also mute!
14:21:15 From Monica Perez to All panelists : IS popular materials helping with the summer reading challenge too? beanstack assistance?
14:22:02 From Christen Wiser to Monica Perez and all panelists : Yes, we are. We will go more into that in our own meeting.
14:22:28 From Monica Perez to All panelists : I thought so. Thanks, Christen!

COVID-19 Daily Self Checklist



Review this COVID-19 Daily Self Checklist **each day before reporting to work.**

If you reply YES to any of the questions below, **STAY HOME** and follow the steps below:

- Step 1: Call your supervisor and
- Step 2: Email or call Human Resources (mcreel@eapl.org or 847-438-3433 x 142)
- Step 3: Call your health care provider

If you start feeling sick during your shift, follow steps 1 and 2 above.

Symptoms that may be new to you:

Do you have a fever (temperature over 100.4°F) without having taken any fever reducing medications?

- Yes
- No

Loss of Taste or Smell?

- Yes
- No

Muscle Aches?

- Yes
- No

Sore Throat?

- Yes
- No

Cough?

- Yes
- No

Shortness of Breath?

- Yes
- No

Chills?

- Yes
- No

Headache?

- Yes
- No

Have you experienced any gastrointestinal symptoms such as nausea/vomiting, diarrhea?

- Yes
- No

Have you, or anyone you have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?

- Yes
- No

Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?

- Yes
- No

ELA AREA PUBLIC LIBRARY



COVID-19 STAFF SAFETY TRAINING

Training Categories

Awareness

Physical Distancing

Face Coverings & Gloves

Handwashing & Cleaning

Shared Spaces

AWARENESS

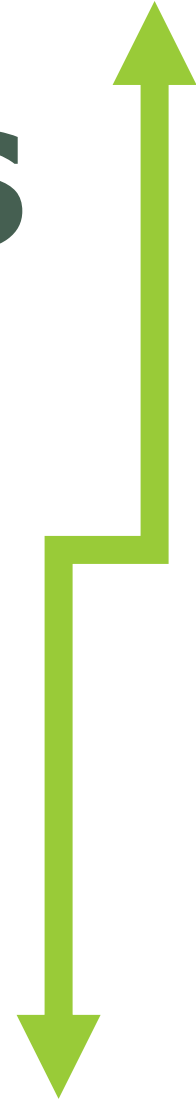
(OR SECURING THE SCENE)



ALWAYS

STAY

AWARE



Be aware of your surroundings

Visually scan your environment

Play the “what if” game

What would you do if someone kept moving closer to you?

Be prepared

Know where sinks and sanitizer are, wear your face covering

Take responsibility for yourself

If everyone takes care of themselves, everyone stays safe

Expect Change



Stay Aware

Read Signs

Read Email

PHYSICAL DISTANCING PRACTICES

P H Y S I C A L D I S T A N C I N G



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- Helen Keller



Library Distancing Practices

- **Maintain a 6-foot distance from everyone**

- **Move out of the way**

You cannot trust that the other person will move. This is like driving, you hope that other drivers follow the rules of the road, but you are aware, ready and you respond if they don't.

- **Be aware that some department areas may be closed to you**

- **Meet with your co-workers through Zoom, Slack, or phone calls**

Six feet of FUN!

Social Distancing at Work



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<https://www.youtube.com/watch?v=NhR2Nym7Pbo>

(Note: Please imagine everyone in the video is wearing a face covering)

FACE COVERINGS & GLOVES

CORONAVIRUS DISEASE 2019
(COVID-19)



cdc.gov/coronavirus

NCIRD-J01 04/04

Face Coverings

- Staff are required to wear a face covering:
 - In public areas
 - In shared workroom spaces
 - When near others
 - When a safe distance cannot be maintained
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- Staff are allowed to wear their own masks
- Staff are responsible for the washing and upkeep of their face coverings



How to Wear A Cloth Face Covering

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>



How To Safely Wear A Mask



Watch These Videos:

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Use of Gloves

- Unlike face masks, gloves are not recommended for use by the general public
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How to Safely Remove Your Disposable Gloves

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Gloves are available for all staff

Washing your hands is still one of the best ways to prevent the spread of germs. Gloves get dirty too.



HANDWASHING & CLEANING



Wash Your Hands

Wash your hands often with soap and water for at least 20 seconds.

Before and after your work shift

Before and after work breaks

Before, during, and after preparing food

Before eating food

After handing any deliveries or materials

After blowing your nose, coughing, or sneezing

After using the toilet

After touching garbage

After touching objects that have been handled by other people

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SUPPLIES

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SHARED SPACES



STAFF ENTRANCE, FOOD, STAFF ROOM

STAFF ENTRANCE

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STAFF ROOM

- Wipe down your table area and any shared kitchen supplies after use (microwave, toaster oven)

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Awareness

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AWARENESS

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SHARED SPACES



STAFF ENTRANCE, FOOD, STAFF ROOM

STAFF ENTRANCE

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STAFF ROOM

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AWARENESS

(OR SECURING THE SCENE)



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- **Be aware of new pathways and one-way doors**

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NCIRD-J01 04/04

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SHARED SPACES



STAFF ENTRANCE, FOOD, STAFF ROOM

STAFF ENTRANCE

- Only 1 staff member in the staff entrance vestibule at a time
- Use handicap button to push open door (try using your elbow!)
- Use your own pen or pencil to write your name on daily “in building” sign-in sheet.

FOOD/DRINK

- Do not bring food to share
- Bring your own coffee
- Do not drink directly from the lobby water fountain. Filling your water bottle is okay

STAFF ROOM

- Wipe down shared kitchen supplies before use (microwave, vending machines)
- Consider bringing your own lunch cooler so you don't have to use the fridge
- No more than 2 staff per table (sit at least 6 feet apart)

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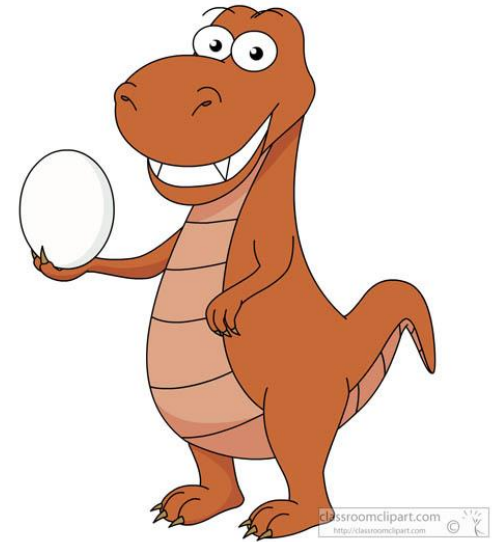
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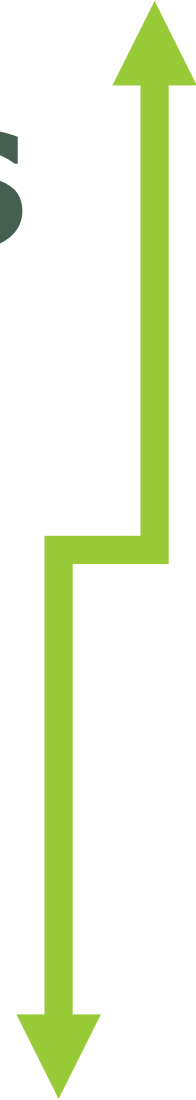
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HOW TO PROPERLY WASH YOUR HANDS



Watch One of These Videos:

Wash Your Hands! CDC

<https://youtu.be/eZw4Ga3jg3E>

Hand Washing Steps Using the
WHO Technique

<https://youtu.be/IisgnbMfKvI>

CLEANING PROTOCOLS

FACILITIES

- Facilities staff clean and disinfects staff areas and highly touched surfaces as needed during the day and evening
- A cleaning contractor cleans and disinfects the public areas and highly touched surfaces overnight.

STAFF

- Staff are responsible for cleaning/disinfecting their immediate personal workspaces: desk surface, keyboard, mouse, phone and other highly touched surfaces
- Staff should clean/disinfect shared supplies before use: copy machine, vending machines, etc.
- Everyone should wash their hands after cleaning surfaces or items used even if gloves are worn

SUPPLIES

- The Library will provide wipes, paper towels, hand sanitizer, and disinfectant spray
- Supplies will be available in Departments and shared spaces



SHARED SPACES



STAFF ENTRANCE, FOOD, STAFF ROOM

STAFF ENTRANCE

- Use handicap button to push open door (try using your elbow!)

STAFF ROOM

- Wipe down shared kitchen supplies before use (microwave, vending machines)

COVID-19 Daily Self Checklist



Review this COVID-19 Daily Self Checklist **each day before reporting to work.**

If you reply YES to any of the questions below, STAY HOME and follow the steps below:

- Step 1: Call your supervisor and
- Step 2: Email or call Human Resources (mcreel@eapl.org or 847-438-3433 x 142)
- Step 3: Call your health care provider

If you start feeling sick during your shift, follow steps 1 and 2 above.

Symptoms that may be new to you:

Do you have a fever (temperature over 100.4°F) without having taken any fever reducing medications?

- Yes
- No

Loss of Taste or Smell?

- Yes
- No

Muscle Aches?

- Yes
- No

Sore Throat?

- Yes
- No

Cough?

- Yes
- No

Shortness of Breath?

- Yes
- No

Chills?

- Yes
- No

Headache?

- Yes
- No

Have you experienced any gastrointestinal symptoms such as nausea/vomiting, diarrhea?

- Yes
- No

Have you, or anyone you have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?

- Yes
- No

Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?

- Yes
- No

Before leaving home:

- Review the COVID-19 Daily Self Checklist
- Take your temperature ***

Copies of the COVID-19 Daily Self Checklist can be found on the staff intranet at:

<https://www.eapl.org/covid-19-information>

***Thermometers are available at the Library for staff use

SHARE IDEAS & CONCERNS

BE OPEN & KIND (to others & yourself!)

EVERY DAY IS A NEW DAY



FURTHER INFO

CDC: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

LAKE COUNTY DEPT OF HEALTH: <https://www.lakecountyl.gov/4377/Coronavirus-Disease-2019-COVID-19>

LAKE COUNTY TESTING SITES: <https://www.lakecountyl.gov/4435/COVID-19-Testing>

IDPH: <https://dph.illinois.gov/covid19>

HR Q&A

How can we reassure employees who are worried about the coronavirus?



Dealing with illness in the workplace can be challenging at any time, but it is especially so during an infectious disease outbreak such as the COVID-19 pandemic. Some employees may be anxious and fearful about contracting the virus, bringing it home to their families, losing pay for time off and not being able to pay the bills. Along with the basic notices on what precautions the employer is taking and how employees can help stop the spread of germs in the workplace, the following tips may help reduce employee fears.



Communicate frequently. Giving periodic updates lets employees know the employer is staying on top of things and up to date on developments. Lack of information can make some employees feel the employer has something to hide or isn't taking the situation seriously. Let employees know what plans are in place, if committees have been formed and any other notable actions.

Provide information on what COVID-19 is.

Knowledge is power, and employees may be feeling a bit powerless against the virus. Use information from the CDC, WHO and other local authorities to help explain it is a respiratory virus infecting the lungs, how it spreads, how to break the chain of transmission, who is most at risk and who is not.

Also, according to the CDC, someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people, which should help allay fears of being around those employees who have returned to work.

Empathize and listen. No one is going to feel better by being told they are irrational, or by having their concerns ignored. Let employees know their concerns are normal, and the employer wants to hear them. Give them several channels to voice their concerns, whether to their manager, HR, a safety committee or other appropriate channel. Consider offering a channel for anonymous concerns to be submitted for those afraid to speak up. Follow up individually where possible and companywide in the periodic updates when appropriate.

Make sure you listen openly and do not react defensively. Some employees just need to feel heard and not immediately be stonewalled with company policy language. If they have a long-winded or complicated concern, see if you can restate it back to them in a more simplified manner both to show understanding and to know how best to help them.



Remind employees about available benefits. Many employers have employee assistance programs that usually offer a few free counseling sessions over the phone. These confidential sessions could be quite useful for employees during this time to help understand and reduce their anxiety over the virus.

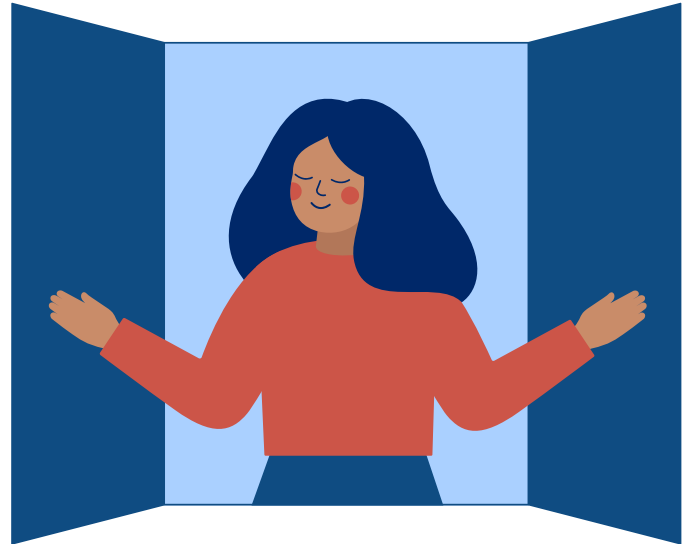


If your plan offers a telehealth program, remind employees they can use this feature from home instead of going to a doctor's office. They can then get direction on how to proceed given their symptoms. Under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, telehealth visits are now reimbursable under a high-deductible health plan before the deductible is met, through December 31, 2021.

Flu shots are also generally covered under employer health insurance plans, and while the shots won't stop a COVID-19 infection, they can stop employees and their family members from developing respiratory issues due to the flu and save them the worry and potential quarantine period of thinking it might be a COVID-19 infection.

Most group health plans now must cover COVID-19 related testing without passing on any of the costs to employees, which can also relieve money worries.

Under the Families First Coronavirus Response Act, employers with 500 or fewer employees must now provide partially paid FMLA leave to employees who cannot work or telework due to the school or place of care closing for their minor child. Paid sick leave is also available under the act for the same reason and others related to the coronavirus health emergency. Post the required [notice](#) and distribute your [policy](#) so employees are aware of the benefit.



If you must layoff or furlough employees, [notify](#) them of their right to unemployment compensation and the expanded eligibility requirements afforded to them under the CARES Act.

Support those at the workplace. Essential workers are on the front lines of this outbreak, in every industry from health care to cashiers at the grocery store. Be vigilant in your [cleaning procedures](#) and communicate those to workers; practice social distancing in and around your facility and provide PPE where possible to help reduce employee stress about contamination. Insist employees who have symptoms of infection self-isolate at home and adopt [employee health screening practices](#) before each shift.



Be generous where possible. Not every employee request can be honored, but relaxing some normal practices and policies may do a lot to ease nerves. If an employee wants to wear a mask at work, even though most won't stop the virus from passing through, let them wear it if possible. If an employee wants to telecommute and can do that successfully, let them do so on a temporary basis. An employer's willingness to help employees cope can go a long way to reduce stress.

Be creative. This may be the time to consider flexible scheduling, alternative workweeks, staggered shifts or rotating telecommuting weeks among staff to reduce the number of employees at the workplace at one time. Fewer people can mean lower risk of exposure and may help those who must report to work feel there are measures being taken to protect them.

Ela Managers

COVID-19 Information

Welcome to our new working environment!

Communicate Frequently

Periodic updates let your staff know that you are up to date with developments and are taking the situation seriously.

Empathize and listen

Let staff know their concerns are normal, and that you want to hear them. Some staff just want to be heard.

Remind staff about available benefits

All staff have access to Compsych (which includes legal & financial assistance).

Support Safety in the Workplace

Make sure staff understand and practice the safety protocols in place.

Be generous where possible. Not every employee request can be honored, but relaxing some normal practices or implementing reasonable requests may do a lot to ease nerves.

Be creative. From being flexible and creative with scheduling to finding new solutions for workflows.

Stage 1 Compensation June 2020

As we transition into Stage 1 during the month of June, staff will continue to be paid for their regularly scheduled hours.

Please make adjustments for summer schedules.

Check-in with staff as school is ending to see if their work from home availability has shifted.

Confirm plans with staff who previously indicated that they would be leaving at the end of summer.

NOTE:

After July 1, we anticipate that staff will continue to be paid in July but will be required to work a certain percentage of their hours. Hours would need to be completed remotely and/or in the building.

	A	B	C	D	E
1	Dept/Name	Week	Total # Hours	In-Library	Work From Home
2	Admin/Erica	5/18	30	16	14
3	Admin/Matt	5/18	9.5		9.5
4	Admin/Erica	5/19	20	5	15
5	Admin/Matt	5/19	10	10	
6					

Monthly Reporting



Example of Staff Reporting for Department



	A	B	C	D	E	F
	Name	Day	Total # Hours	In-Library	Work From Home	Notes
	Erica	5/18	9		9	
		5/19	9.5		9.5	Board Mtg
		5/20	6.75		6.75	
		5/21	6.25	6.25		
		5/22	1.25		1.25	
		5/23	5.5	5.5		
	Total		38.25	11.75	26.5	

Daily Self- Check

Staff are required to complete the COVID-19 Daily Self Checklist each day before reporting to work.

Employees may take their temperatures before leaving home or at the library. Thermometers will be available in staff entrance vestibule and should be wiped down before and after each use.

You should not report to, or remain at, work if you are sick or symptomatic.

NOTE: Before allowing any vendors or visitors to enter, ask whether the individual is currently exhibiting COVID-19 symptoms. Please have them sign-in to visitor log in the Receiving Room.

COVID-19 Daily Self Checklist



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- Step 3: Call your health care provider

If you start feeling sick during your shift, follow steps 1 and 2 above.

Symptoms that may be new to you:

Do you have a fever (temperature over 100.4°F) without having taken any fever reducing medications?

- Yes
- No

Loss of Taste or Smell?

- Yes
- No

Muscle Aches?

- Yes
- No

Sore Throat?

- Yes
- No

Cough?

- Yes
- No

Shortness of Breath?

- Yes
- No

Chills?

- Yes
- No

Headache?

- Yes
- No

Have you experienced any gastrointestinal symptoms such as nausea/vomiting, diarrhea?

- Yes
- No

Have you, or anyone you have been in close contact with been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?

- Yes
- No

Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?

- Yes
- No



CDC Quarantine *Rules – Employees Develops Symptoms*

- Employee must self isolate until at least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); AND,
- At least 10 days have passed since symptoms first appeared.

OR

- Employee has resolution of fever without the use of fever-reducing medications; AND,
- Improvement in respiratory symptoms (e.g., cough, shortness of breath), and, AND
- Two negative test results at least 24 hours apart.

https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html

If an employee is sick at work

- 1. Staff member is to be sent home immediately**

If they are unable to leave immediately, they should wait in a location isolated from other staff.

- 2. Request Facilities to clean and disinfect surfaces in their workspace**

- 3. Inform:**

- Human Resources
- Others with close contact (i.e. within 6 feet) of the employee during this time should be considered exposed.

The Library will inform fellow employees of their possible exposure to COVID-19 in the workplace, if an employee is confirmed to have COVID-19, while maintaining confidentiality.

What should I do if...



How do I...

...self-quarantine?

STAY HOME for 14 days.
AVOID CONTACT with other people.
DON'T SHARE household items.
 Learn more at medical.mit.edu/HowTo#self-quarantine

...self-monitor?

BE ALERT for symptoms of COVID-19, especially a dry cough or shortness of breath.
TAKE YOUR TEMPERATURE every morning and night, and write it down.
CALL your doctor if you have trouble breathing or a fever (temperature of 100.4°F or 38°C).
DON'T seek medical treatment without calling first!
 Learn more at medical.mit.edu/HowTo#self-monitor

...practice social distancing?

STAY HOME as much as possible.
DON'T physically get close to people; try to stay at least 6 feet away.
DON'T hug or shake hands.
AVOID groups of people and frequently touched surfaces.
 Learn more at medical.mit.edu/HowTo#distance

And practice great hygiene!

WASH your hands frequently • **AVOID TOUCHING** your face • **WIPE DOWN** frequently touched surfaces regularly
 Learn more at medical.mit.edu/HowTo#hand-hygiene

What if I have symptoms?

If you experience symptoms, such as fever, dry cough, or difficulty breathing, call **1-800-889-3931** or email: dph.sick@illinois.gov

Ela Area Public Library Request for Emergency Paid Sick Leave

Employee Name: _____

Employee Title/Position: _____

Employee Date of Hire: _____

Please choose one:

- I am subject to a federal/state/or local quarantine/isolation order related to COVID-19. (Please include information relating to the quarantine/isolation order, including the name of the government body advising quarantine/isolation).
- I have been advised by a health care provider to self-quarantine related to COVID-19. (Please include the name of the health care provider advising self-quarantine and include a copy of the provider’s order, if available).
- I am experiencing symptoms of COVID-19 and seeking a medical diagnosis. (Please include information regarding your symptoms (attach a separate sheet) and additional information concerning your plan to seek treatment/diagnosis).
- I am caring for an individual who meets the requirements of number 1 or 2 above. (Please include the information listed in reasons 1 & 2, as well as the name of the individual the employee will be caring for and the relationship of the person to the employee).

Choose one:

- I am able to telework
- I am not able to telework

If no, please explain why: _____

Date(s) for which leave is requested: _____

State whether you are requesting full day leave or are able to work partial day/reduced hours.

If you are able to work partial day/reduced hours, please specify your availability: _____

I would like to use paid time off, if available, through Ela Area Public Library policies during this leave:

- Yes
- No

Employee Signature: _____ Date: _____

For Office Use Only:

Circle one: Request is Approved / Request is Denied

Length of Time Leave Approved For: _____

Employee Pay Explanation: _____

Ela Area Public Library Request for Emergency Family Medical Leave

Employee Name: _____

Employee Title/Position: _____

Employee Date of Hire: _____

Name and age of the child or children:

Name of the school or place of care that has closed, or childcare that is unavailable, due to COVID-19 related reasons and documentation demonstrating such closure:

A representation that no other suitable person is available to care for the child during the period of requested leave:

For care of a child older than 14 during daylight hours, a statement that special circumstances exist requiring the employee to provide care, if applicable:

Date(s) for which leave is requested: _____

Date of the end of the school year for your child (if leave requested for school closure): _____

If you are not able to telework, provide an explanation as to why: _____

State whether you are requesting full day leave or are able work partial day/reduced hours. If able to work reduced hours, state your availability:

The first two weeks of our Emergency FMLA are unpaid. During this unpaid time, I wish to (choose one):
 Use and receive payment under the Emergency Paid Sick Leave Act
 Use other accrued paid time off
 Not use any other available paid time off

After the first two weeks of leave, Emergency FMLA is paid at 2/3 the employee's regular rate of pay. During this time, I wish to (choose one):
 Use other accrued paid time off to supplement my pay so that I receive 100% of my wages.
 Forgo using other accrued paid time off so that I receive 66.67% of my pay up to the cap, as set by law.

Employee Signature: _____ Date: _____

For Office Use Only:
Circle one: Request is Approved / Request is Denied
Length of Time Leave Approved For: _____
Employee Pay Explanation: _____

STAFF ENTRANCE, FOOD, STAFF ROOM

STAFF ENTRANCE

- Only 1 staff member in the staff entrance vestibule at a time
- Use handicap button to push open door (try using your elbow!)
- Use your own pen or pencil to write your name on daily “in building” sign-in sheet.

FOOD/DRINK

- Do not bring food to share
- Bring your own coffee
- Do not drink directly from the lobby water fountain. Filling your water bottle is okay

STAFF ROOM

- Wipe down shared kitchen supplies before use (microwave, vending machines)
 - Consider bringing your own lunch cooler so you don't have to use the fridge
 - No more than 2 staff per table (sit at least 6 feet apart)
- 