

## Corona Virus Procedures – March 8, 2020

A note from the Director regarding the Corona Virus:

The world health community continues to monitor closely the emergence of the SARS-CoV-2 virus and the disease it causes, named “coronavirus disease 2019” (COVID-19). At this time, no one knows how severe this outbreak will be. Given this uncertainty, and the fact that the seasonal influenza (flu) virus is also widespread, we are taking proactive steps to address a number of business concerns. First and foremost, we want to maintain a safe workplace and encourage and/or adopt practices protecting the health of employees and patrons.

We ask all staff to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Staff are reminded of the following:

- Stay home when you are sick.
- Wash your hands frequently with warm, soapy water for at least 20 seconds (Two verses of Happy Birthday).
- Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
- Avoid people who are sick with respiratory symptoms.
- Clean frequently touched surfaces.

The Library provides alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes will also be provided to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards.

Currently, the Centers for Disease Control and Prevention **recommends that employees remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications.** Many times, with the best of intentions, employees report to work even though they feel ill. Employees who report to work ill will be sent home in accordance with these health guidelines.

Precautions taken so far include:

- a. Purchased additional cleaning and disease prevention supplies
- b. Provided tissues and hand sanitizer to staff and in public areas
- c. Performed additional routine cleaning, as needed, of all frequently touched surfaces in the Library, such as workstations, countertops, and door knobs
- d. Provided staff with disinfectant wipes for quick disinfection
- e. Reviewed documentation of departmental procedures and/or departmental cross training so others can take over in the event of sick employees
- f. Shared official sources for health information with patrons
- g. Promoted online library services

In the event that an official source declares a pandemic, the Library will respond according to the official recommendations of the CDC, Lake County Health Department, or other appropriate public health authorities.

During the course of a pandemic, the Library Board and/or Library Director may temporarily close the Library.

REMEMBER:

## STOP THE SPREAD OF GERMS AT WORK



● **COVER YOUR MOUTH AND NOSE WHEN YOU SNEEZE OR COUGH.**

Cough or sneeze into a tissue and then throw it away; use your arm or sleeve to cover if you do not have a tissue.

● **CLEAN YOUR HANDS OFTEN.**

Wash your hands with soap and water, vigorously rubbing together front and back for 20 seconds. Or use alcohol-based hand sanitizers, rubbing hands until they are dry.



● **CLEAN SHARED SURFACES AND EQUIPMENT OFTEN.**

Use disinfectants to clean commonly touched items such as doorknobs, faucet handles, copy machines, coffee pot handles, desktops, handrails, microwave buttons, keyboards, and elevator buttons. Germs travel fast with multiple hands touching shared surfaces.

● **AVOID TOUCHING YOUR EYES, NOSE OR MOUTH.**

Germs need an entry point, and the average adult touches his or her face once every three or four minutes. Keep hand sanitizer at your desk to use after meetings or before grabbing one of those doughnuts from the breakroom.



● **STAY HOME WHEN YOU ARE SICK AND CHECK WITH A HEALTH CARE PROVIDER WHEN NEEDED.**

When you are sick or have flu symptoms, stay home, get plenty of rest and check with a health care provider as needed.