

# Key Points for Returning to Work

## Beginning Your Shift

### **If you're sick, stay home!**

Follow regular call-in procedures.

### **Come in through staff entrance.**

Make sure to maintain 6 feet social distancing if others are also entering the building.

### **Clean hands thoroughly with hand sanitizer.**

**Put on face mask (if not already wearing one).** Gloves and face masks will be available in the Receiving Area.

### **Complete Wellness Check.**

### **Sign in to ProData on the time clock.**

This includes ALL staff. You can choose to sign in from another computer if you prefer.

## During Your Shift

**Clean your workstation.** Make sure to clean your area at the beginning of your shift and periodically throughout.

**Wash your hands frequently.** Use soap and water or hand sanitizer.

**Clean PPE supplies are available in the following locations:**

- Receiving Area
- Volunteer (Virginia's) Desk
- Staff Lounge
- By the Group Study/Tutor Rooms



## Ending Your Shift

**Clean your workstation as needed.** If using a shared space, take all personal items with you and discard trash.

**Exit through Meeting Room.** Make sure to maintain 6 feet social distancing if others are also leaving for the day.

**Sign out of ProData.** There will be a time clock station in the Meeting Room, or you can sign out at your desk.

**Wash your hands.** Throw away used PPE or place reusable face mask in a paper bag to take home.

**Last PIC at the end of the day will need to leave through Receiving Area to set the alarm.**



# Round Lake Area Public Library Reopening Plan

## Final

HR will be coordinating health and wellness checks

### PPE/Supplies and Mandatory Guidelines

- All PPE will be provided by the library
- Staff will wear face masks at all times unless alone in a closed office
  - Any non-employees entering the building will also need to wear a face mask
- **Gloves, face shields, aprons, and booties are optional**
  - These are not required, though the library will have some available
  - Gloves are recommended for handling potentially contaminated items/areas
- **No-touch Thermometers**
  - Thermometers will be available in these locations:
    - Volunteer Desk (Virginia's Desk)
    - Staff Lounge
  - Thermometer should be cleaned by employee after each use
  - Staff may also choose to clean thermometer before using
- **Every employee (exempt, non-exempt, part time, full time) must sign in through ProData either at the time clock or your desk when working in the library**
  - All non-employees entering the building will need to sign in (contractors, suppliers, etc.)
- **There will be multiple areas with masks, gloves, and paper lunch sacks (to place your mask in when you need to remove it) available throughout the library**
  - **Location 1:** Receiving Area
  - **Location 2:** Volunteer Desk (Virginia's Desk)
  - **Location 3:** Staff Lounge
  - **Location 4:** By Group Study/Tutor Rooms
- **Extra PPE disposal stations will be available by the Meeting Room door and in the vestibule**
  - Garbage will be emptied once per day
  - For our organization, PPE items can be discarded with regular trash
- **Plexiglass project for workstations is being developed by Edith. She will be coordinating this project with Department Heads.**

## Tentative Operating Schedule

- **6/22/2020-7/3/2020**
  - Monday-Friday, Closed Sundays
  - 9:00 a.m.-6:00 p.m. Staff answering phone /Outdoor Material collection
- **7/6/2020 until further notice**
  - Monday –Saturday, Closed Sundays
  - 9:00 a.m.-6:00 p.m. Staff answering phone/Curbside Services
- **Curbside Pickup**
  - Begins July 6
  - Pickup will be by appointment only between 9:00 a.m.-6:00 p.m.
  - Specific pickup times will be determined by Circulation/Reference Services
    - Adult Services and Youth Services are creating craft kits that they want to include with curbside pickup
- Hours may need to be re-evaluated after we open
- Add wording on website/social media that hours are subject to change as needed
- **Please follow standard call in procedures if you are not able to work your scheduled shift**
- **If you become sick during your shift please tell a co-worker, clock out and leave immediately**
- **Co-worker will inform PIC of staff going home sick**

## Staff Scheduling

- Microsoft Teams will be used to create a centralized schedule for all departments
- No more than 15 staff in building per shift maintaining social distancing
  - Assuming two shifts of 5 hours per day – 30 staff total per day
  - **This adheres to Gov. Pritzker’s Reopening Plan:**
    - **Maximum occupancy of 50% of office capacity**
    - <https://dceocovid19resources.com/assets/restore-illinois/businessguidelines3/offices.pdf>
- Building Access for staff will be:
  - 7:00 a.m.-8:00 p.m.
  - Shifts will be determined by department head
- **Staff will have a combination of hours in the library and working from home**
- Staff who can work from home will continue to do so



- Staff will not be working full shifts that would require a lunch break or extended use of Staff Lounge
- **Staff start and end times will need to be staggered** to avoid having a lot of staff waiting to come in or leave while maintaining social distancing
- **There will be a time clock station at the Meeting Room door so staff won't have to back track to the staff entry door to clock out**

### Staging Areas

- To minimize contact and maintain social distancing, staff will enter and exit through different doors
- Staff enter one at a time and proceed through staged areas to equip PPE (like an assembly line)
- 6-foot areas will be marked for staff all the way up to the Volunteer Desk
  - Mark floor with red duct tape
  - Avoid using mail center for PPE supplies – too close to Jim's office door
- **Staff Entrance – Receiving Room:**
  - Hand sanitizer
  - Face masks
    - Library will provide masks
      - Cloth masks – reusable
      - Paper masks – disposable
  - Gloves
- **Locker Room/Time Clock:**
  - **All staff sign in on (ProData) either at time clock or desk**
- **Volunteer Desk (Virginia's Desk):**
  - Disposable aprons (optional)
  - Disposable booties (optional)
  - Paper bags (lunch size) for mask containment as needed
  - Extra PPE supplies:
    - Cloth and paper face masks
    - Gloves
- **Exit – Meeting Room (sink side):**
  - Throw away used PPE or place reusable mask in a paper bag to take home
  - **All staff sign out on (ProData) either at meeting room timeclock or desk**
  - Wash hands as needed
- **NOTE:** Encourage staff to leave extraneous items at home

- Staff lockers will be available
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## Phase 1

### **Before Staff Return to Building:**

- **Clean and manage facilities** – dusting, wipe down all surfaces with disinfectant
  - **Library does not need to be cleaned by professional company**
    - Building has been closed for over two months – any potential virus will have expired
  - All hard surfaces (doorknobs, rails, light switches, faucets, time clock, etc.) will need to be cleaned regularly
    - **Maintenance will create a surface cleaning schedule**
- **Staff will need to learn how to properly sanitize their own areas**
  - Computer/laptop/iPad screens need special treatment to avoid damage – do not use Clorox wipes
- **Schedule any missed preventative maintenance visits (HVAC, pest control, etc.) - done**
  - Schedule in May if possible to avoid contractors and staff being in close proximity
  - If contractors come after limited opening they will also need to sign in for contact tracing
- **Cloth office chairs:**
  - **Optional** – staff may keep their cloth chair if they prefer
  - If staff are concerned about their cloth chair holding the virus, they may choose to switch for a plastic Meeting Room chair
  - Staff can take a plastic chair from the Meeting Room to use at their desk
    - Place cloth-covered chair in the reading area in Adult Services
    - Attach a note with your name on it to the chair

### **Week 1: June 15 (tentative) – Department Heads & Reopening Team**

- **If staff remove their mask to drink, eat, or catch their breath, other staff must not approach them and allow for more extended social distancing**
- Put up necessary posters required by State/OSHA/CDC
- Format work spaces and processes for staff to come back to the library
- If High task chairs can't be used, alternate spaces for staff will need to be located
  - Adult/Youth Services will be answering phones from the office instead of at the service desk
- Divide Meeting Room to provide quarantine and exit capabilities

- Staff not in the library will continue to work from home
- Determine how to allow adequate safe distance between employees/workstations
- Begin receiving packages from FedEx, UPS, and USPS
- Maintenance will create and follow procedures for quarantining of deliveries, including moving items to meeting room for quarantine
- Department Heads will be coordinating to bring in staff without exceeding maximum amount of staff per shift
- Start promoting Curbside Services and return of materials:
  - Return of materials: June 22 (tentative)
  - Curbside Services: July 6 (tentative)
- **Mandatory Staff Training** – strongly recommended by Illinois Dept. of Commerce per Gov. Pritzker
  - <https://dceocovid19resources.com/assets/restore-illinois/checklists3/businesses.pdf>
  - Training hosted remotely, organized by Robbyn
  - Recorded training session links will be made available for staff to view later
  - Topics:
    - Cleaning/sanitizing
    - Health – what to do if you or your family member are ill
    - Proper use and disposal of PPE
      - Per CDC guidelines gloves and masks can be disposed of in regular trash

### **Week 2 & 3: June 22 & June 29 (tentative) – Limited Staff Return to Building**

- **If staff remove their mask to drink, eat, or catch their breath, other staff must not approach them and allow for more extended social distancing**
- Allow patrons to return materials and have phone services begin
- Assign tasks:
  - Check in and shelve all materials that have been adequately quarantined
  - Create supply/craft bags for patrons to pick up
  - We currently have limited amount of holds and can have staff contact patrons by phone
  - Run pick lists for pickup at Round Lake and pull/process materials for holds
  - Other tasks as assigned by department heads

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## **Phase 2**

#### **Week 4: July 6 (tentative) – Curbside Services**

- Circulation will be using the Curbside Services document previously created
- Each department will use their own guidelines for maintaining social distancing while staff are working in the library
- **If staff remove their mask to drink, eat, or catch their breath, other staff must not approach them and allow for more extended social distancing**



## **Maintenance Reopening Plan Phase 1**

June 15 – Until we allow patrons in the building

Edwin 8:00 – 11:00

Jennifer 12:00 - 5:00

Rotate Saturdays 9:00 – 3:00 Mandatory

### **Tasks to be completed the week of June 15 and onward:**

Mow and trim lawn

Clean bugs from light fixtures

Replace burned out bulbs

Clean up garbage from outside

Are the coolers still down the hill? If so remove them and toss out

Set clocks to correct time

Clean the building, dust, mop, sweep, etc...

Clean bathrooms

Remove garbage

Install and fill toilet seat cover holders in all bathroom stalls

### **Tasks that need to be completed everyday:**

Clean bathrooms at the beginning and end of each shift

Place incoming packages in quarantine area, mark the date they were received on the box

Deliver packages that can be removed from quarantine after 7 days

Check PPE supply and restock as needed, let Cheryl know when available supply reaches half

Take out garbage once each shift

### **Sanitize the following once each shift and twice on Saturday:**

Light Switches, inside and outside elevator buttons, door handles, backdoor code area, upper and lower stair rails, bathroom doors, handicapped button, outdoor book drop

All Staff will be responsible for sanitizing their work area

