

SMRLD Staff Safety Precautions upon return to work

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To: staff <staff@smrld.org>
Cc: Board <board@smrld.org>

Fri, May 15, 2020 at 2:27 PM

SMRLD Staff:

Watch this [PPE For Library Use video](#). Verify that you have watched the video and read all the information below by responding "READ" to Deputy Director Juliette Douglas (juliettedouglas@smrld.org). Your response will be placed in your personnel file.

Beginning Monday, May 18, 2020, it is imperative that all SMRLD staff adhere to the following based on [OSHA guidance](#) for all workers and employers regarding the control and prevention of COVID-19, when at work. Individual departments may have additional requirements regarding specific work; your supervisor will alert you to those.

- Proper social distancing must be maintained while working. Staff workstations will be utilized to ensure proper distancing - at customer service desks, staff workstations in use will maintain a minimum of 6 ft distance from each other.
- Gloves, hand sanitizer, and disinfecting wipes are available at all entrances. Hand sanitizer must be used upon entering the building.
- Masks and face coverings are to be worn while at work. The yarn club members have made and donated masks for staff use; these have been laundered and are available at staff entrances - please take 1 mask per staff person when you first return to work (you will keep this mask as your own). Staff may also use their own masks, as long as they meet the [CDC Recommendations](#) and do not infringe on the spirit of the expectations for proper work attire as found in [SMRLDs Professional Expectations](#). Face coverings are to cover both the nose and mouth.
- Staff members are to wash their hands frequently with soap and water for at least 20 seconds; everyone should avoid touching your eyes, nose, or mouth with unwashed hands. Staff who do not have easy access to a wash sink will be scheduled for handwashing breaks.
- Staff are to cover coughs and sneezes; tissues are available at each workstation. Do not sneeze or cough into the air.
- Before each work shift, all employees are to fill in the attached Illinois Department of Public Health *symptom self-monitoring* form and report to their supervisor prior to coming to work if the employee is exhibiting [multiple symptoms related to COVID-19](#) (different from preexisting allergies). Staff will be required to initial each day's data and turn in their completed and signed forms to Deputy Director Juliette Douglas each pay period. These will be placed in your medical file.
- Staff who are exhibiting *multiple symptoms* or who have been in contact with anyone diagnosed with COVID-19 are to immediately alert their supervisor and stay home. If you are exhibiting multiple COVID-19 symptoms you need to see a medical professional.
- Each staff member will use the provided disinfecting wipes to wipe any equipment used including keyboards, phones, the photocopier, cash register, etc. both before and after each shift.
- Staff should allow between 3-5 minutes to elapse before using the staff restroom immediately after another person in order to allow for adequate air circulation. All restrooms are to be in use by only one person at a time.
- When finished using the staff restroom, before exiting, staff are to wipe all touched surfaces with a disinfecting wipe. Disinfecting wipes are provided in the staff restroom.

The Library is taking additional precautions as well:

- As we return to work, shifts will be staggered to comply with distancing requirements.
- Plexiglass partitions are being installed at every public workstation.
- By the time the Library begins offering any in-person services, signage and decals directing customers to maintain proper social distancing, use of hand sanitizer, and required face coverings will be located at both libraries.
- Custodians are disinfecting departments daily, making sure to disinfect all surfaces, electronic equipment, and frequently touched surfaces.

The health and safety of SMRLD staff and customers are of paramount importance. Please alert your supervisor of issues and suggestions to assist us in providing the best possible service under the safest possible circumstances. You will receive updates to the safety precautions as well as plans to increase services to the public.

Thank you,
Tina



Tina Hubert
Executive Director
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Regional Library District

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