

---

## To mitigate the spread of disease

---

**Tina Hubert** <director@smrld.org>  
To: Board <board@smrld.org>, staff <staff@smrld.org>

Wed, Mar 11, 2020 at 5:13 PM

Below are the practices we have had and are putting in place to mitigate the spread of disease. We are sharing the bulleted information below with the public on our website and social media as well as a slideshow in the Delmar Avenue building; some information will be added to our inside electronic bulletin boards. Brochures and informational handouts are also being printed for availability at both locations. Many thanks to Jennifer for her research and for putting together the slide show.

If you have questions and/or suggestions, please let me know.

- The custodians have increased the frequency of disinfecting hand "hot spots" throughout the day.
- Staff wipe library materials with disinfecting wipes when pulled for the hold list, when checking items in, and when checking items out.
- Youth Services staff disinfect toys daily; some toys are removed for the time being.
- There are tissues and hand sanitizers at every public service desk.
- There are wastebaskets at every public service desk and throughout both buildings.
- Custodians disinfect all surfaces in the meeting room after every program or meeting use.
- Staff wipe phones, keyboards, and work surfaces with sanitizing wipes at the end of each work shift.
- Staff wipe bathroom keycards and rulers with sanitizing wipes after every use.
- Staff are required to use sick time and stay home if they are infectious and/or ill.
- Staff wash their hands often, and cover coughs and sneezes, as recommended by the CDC.
- We are not currently canceling programs, attendees are requested to sanitize hands upon entering the program space; sanitizing stations are being set up at the entry to program spaces. We are monitoring the situation daily and will adjust accordingly.
- We encourage everyone to stay home and not visit the library or attend programs if they are not feeling well. We all are responsible and have a role in helping reduce the spread of illness and disease.

If staff observes customers not covering their mouth and nose when they cough or sneeze, staff may say in a tactful and respectful voice and manner the following:

"To minimize the spread of germs, we require you to use tissues or at least cover your sneeze or cough with the inside of your elbow. If you do not follow these instructions you will need to leave the library."

Staff may offer that tissues are available at every service desk.

If we need to take additional steps, we will let you know.

Tina



*Tina Hubert*  
Executive Director  
**Six Mile**  
Regional Library District

Serving the communities of Granite City, Mitchell, and Pontoon Beach, Illinois  
2001 Delmar Avenue  
Granite City, IL 62040  
(618) 452-6238 Ext. 781



The advertisement features a background image of an airplane wing flying over a vast expanse of white clouds under a clear blue sky. On the left side, there is a logo for Six Mile Regional Library District, which includes the text "Six Mile" in a large, stylized font, "Regional Library District" below it, and "Education • Information • Instruction" at the bottom. To the right of the logo, the text reads: "Apply for your U.S. Passport at our downtown library 2001 Delmar Avenue Granite City, IL 62040".