
VERNON AREA PUBLIC LIBRARY DISTRICT

Return to Work Safety Guide

The mission of the Vernon Area Public Library during the next phase of COVID-19 pandemic response is to continue to:

- Provide clear, authoritative information about COVID-related concerns
- Curate library materials for patrons that meet emotional needs
- Provide opportunities for patrons to interact
- And to provide physical materials in a manner that keeps staff and patrons safe and healthy.

Staff safety is of the utmost importance, as such, the library has created a strategy to reduce the risk of exposure to and spread of COVID-19. The success of this strategy relies on everyone moving forward together by practicing social distancing, use of PPE, and good daily habits. The following strategies have been put into place by the library for staff safety upon return to work.

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FACILITIES PREPARATION

Preparing the building for occupancy is the foundation of creating a safe work environment. The following measures were taken.

1. The water was tested and certified as safe for both buildings. There is no Legionella, chlorine, lead, or copper issues.
2. HVAC systems maintenance, repairs and improvements to improve air quality:
 - a. Cleaned the ducts.
 - b. Repaired and improved the air handlers to better control the systems.
 - c. Replaced all the filters with MERV 13 rated HEPA filters which are recommended for commercial buildings.
 - d. Adding UV sanitizing equipment to the air handlers that when combined with the MERV 13 HEPA filters, the building exceeds recommended air quality guidelines. The expected install date is in July.
 - e. Adjusted the amount of outside air entering the building to approximately 50% which is up from 10%. (Outside air is on average 2-5 % better than indoor air.)
 - f. Added portable air purifiers to confined staff spaces. Additional purifiers are expected to be delivered the last week of June.
3. Flooring
 - a. Cleaned the carpet using a rotary extraction machine
 - b. Stripped, cleaned and waxed the vinyl flooring
 - c. Deep cleaned the Main building's floor and wall tile.
4. Workstations
 - a. Cleaned and sanitized
 - b. Setup using social distancing guidelines and plexiglass shields where necessary
5. Contactless building setup
 - a. Staff changed out staff restroom sinks and toilets (where possible) to contactless hardware
 - b. Added door stops to and propped open doors
6. Miscellaneous
 - a. Created quarantine areas
 - b. Created a UV sanitizing area
 - c. Setup social distancing floor and parking lot layouts

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The library has taken measures to mitigate the spread of COVID-19 by stockpiling PPE. A minimum quantity of 30-day supply will be maintained at all times with appropriate purchase lead times being followed. Staff can request additional PPE whenever needed.

Masks

- Face masks are required for all VAPLD staff unless you are in an office with a closed door.
- Masks must be worn at all times.
- Masks are required for all outside contractors.
- Staff may use their own face masks.
- Library has a stockpile of masks, including:
 - KN95 that can be used for up to one week
 - Three-ply, one use disposable masks

Face Shields

There is a supply of face shields and they may be used as an additional safety measure. They are not required unless directed by a supervisor. Masks must still be worn when wearing a face shield.

Gloves

Library staff will be required to wear gloves when handling circulating materials and deliveries, and when cleaning. There are various sizes of gloves available. All gloves are powder-free non-latex gloves. Note: Glove sizes are purchased based on availability. Smaller size gloves are not always available.

Gowns

The library has a supply of gowns. Some library staff will be required to wear gowns for designated duties assigned by a supervisor.

Goggles

The library has a small supply of goggles. Please ask the Head of Library Operations or Facilities supervisor if you want to use them.

CLEANING AND DISINFECTION MEASURES

The library has stockpiled cleaning supplies needed to provide curbside service. A minimum quantity of 30-day supply will be maintained at all times with appropriate purchase lead times being followed. A COVID-19 cleaning and disinfection program has been implemented to reduce the risk and spread of infection. The program includes:

1. Using CDC approved cleaning and disinfecting chemicals. SDS sheets are available to all staff.
2. Training facilities staff the proper methods and chemicals to use for cleaning surfaces and locations.
3. Using proper dwell time for cleaning products and following chemical guidelines.
4. Using a clean/dirty sign system.
5. Using a color-coded towel system to reduce the potential for cross-contamination.
6. Cleaning between shifts, at night, and when requested.

There will be a “please clean” sign at each workstation that staff must place on the desk/table top after it has been used/touched.

One hour has been scheduled between shifts to clean and disinfect the areas that were used. Disinfection includes, but is not limited to, phones, computers, desks, tables, restrooms, cart handles, chairs, doors, light switches, handles, and plexiglass.

While facilities staff is responsible for completing all cleaning and disinfecting tasks, all staff are responsible for cleaning up after themselves if something is spilled or dirtied. Some cleaning supplies such as disinfectant wipes and hand sanitizer will be available to staff.

Along with the disinfection measures, proper personal sanitary practices including frequent handwashing are necessary by all staff.

Staff will be required to dispose of their used PPE in designated trash cans.

Staff will be required to deposit their writing utensils and other used supplies in a designated bin.

Returned library materials will be quarantined in the meeting room for seven days and UV sanitized on the seventh day.

All mail and incoming deliveries will be quarantined for three days.

ROUTINE AND ADVANCED DISINFECTION PROTOCOL

Routine Disinfection

Location	Disinfectant Surface	Frequency	Who
Common Areas	Table tops, counters, door handles, light switches, copiers	Between shifts and after closing	Facilities staff and night cleaning company
Workstations	Desks, chairs, computers, mice, phones	Between shifts and after closing	Facilities staff and night cleaning company
Returned materials	All items, as needed	Daily	Circulation staff
Restrooms	Toilets, counters, faucets	Between shifts and after closing	Facilities staff and night cleaning company
Library van	Seat, door handles, steering wheel, belts, window controls, dashboard controls, armrests, etc.	After each use	Facilities staff
All floors	All tile and VCT floors	Nightly	Night cleaning company

Advanced Disinfection

Advanced disinfection is triggered when a staff member shows symptoms of being sick or falls ill at work. The employee will be required to leave the building and stay home for a minimum of 24 hours. The areas where that staff member had been will be closed until proper cleaning and disinfection has been completed. Staff who have prolonged exposure with the infected employee will be notified and should follow the Employee Handbook policy regarding exposure.

ENTRY INTO BUILDINGS

Staff must follow the employee handbook for health screening before entering the building.

If a staff member shows symptoms of being sick or fall ill at work, they will be required to leave the building and stay home for a minimum of 24 hours.

Staff will have staggered start times and must avoid gathering when entering and exiting the buildings.

Staff must remain in their car until their scheduled start time.

Staff, except facilities staff and supervisors, may only enter the building that they are assigned to work in for that day.

When entering the building, staff must:

- Follow the social distancing stickers at the staff entrance.
- Swipe their card at the time clock. (Staff are encouraged to use the ADP app or their desktop to clock-in.)
- Wash their hands in the staff restroom.
- Put on their required PPE.
- Report to their workstation/area.

SOCIAL DISTANCING

There is a limit to the number of staff allowed in each building at anyone time. The library will be following State orders for social distancing and the number of people allowed in buildings.

Staff must follow social distancing stickers and arrows.

Workstations have been set up to follow social distancing recommendations. Plexiglass and dividers have been installed where possible.

The first floor of the Main building (except in the YSS/RIS office area) may be used by all scheduled staff. The second floor may be used by Business Office and Facilities staff only. **The staff lounge is off limits for everyone.**

The Annex Collection Services offices, main room, program room, restrooms, and storage room may be used by staff. **The staff lounge is off limits.**

The elevator is reserved for only those staff members who have been authorized to work on the second floor and who can't use the stairs. When using the elevator, only one staff member may be in it at one time.

Staff are scheduled to work staggered shifts and or in cohorts to reduce the risk of possible transmission of COVID-19 to large groups of staff.

Staff may not come into a building unless they are scheduled to work and they can only come in the building at the time they are scheduled to work.

Staff shifts will be less than four hours in order to limit the areas that need to be cleaned and to limit the length of time staff need to wear PPE.

Staff may not touch another staff member, including shaking hands, bumping fists, hugs, etc.

Staff must keep proper distance when speaking with others.

Staff may not use fans.

Staff may only sit at the workstation they are assigned to during their shift.

There are no vending, coffee, snack machines or fridges available.

TRAINING VIDEOS

Handwashing - <https://youtu.be/d914EnpU4Fo>

Glove use - <https://youtu.be/KHR5do-b7zY>

Surgical mask use - <https://youtu.be/adB8RW4l3o4>

Fabric mask use - <https://youtu.be/ciUniZGD4tY>

Do's and Don't of Wearing Masks and Gloves - <https://youtu.be/eVJbenwzR1s>

Social Distancing - https://youtu.be/p7bcKp66_bU