



COVID-19 Pandemic Response Policy

Belleville Public Library is fully committed to providing library services for our community in a way that keeps our patrons and staff safe while helping limit the transmission of coronavirus in our community.

This policy covers areas specific to the COVID-19 pandemic beyond what is contained in the Library's *Epidemic and Library Health Emergency Policy*.

Belleville Public Library will take a phased approach to reopening the library. Policy and timing of reopening decisions will be based on guidance from Dane County Public Health, the Department of Public Instruction, and the South Central Library System. Consideration has been given to the specifics of library operations and the layout of the library building.

In the event of a severe outbreak of COVID-19 in the area, the Library Director has the authority to reduce library services or close the Library based on public health recommendations.

Modifications to the *Patron Conduct Policy* have been made to address the need for physical distancing to reduce the spread of coronavirus.

To meet the requirements of the Forward Dane phased reopening plan for Dane County due to the COVID-19 pandemic, all library staff will be trained and will sign an *Employee Health Reporting Agreement for COVID-19 Response* to indicate their understanding and agreement to follow this policy.

All employees are responsible for safeguarding the health and safety of others. For this reason, all Belleville Public Library employees, regardless of position and authority, must comply with the following policy establishing workplace guidelines for hygiene, illness reporting, facility cleaning, and protective measures.

Hygiene

Handwashing

- When washing hands, employees are to wash with soap and water for at least 20 seconds. If hand washing is not possible, use hand sanitizer.
- Employees are to wash hands, at a minimum,
 - At the beginning of each shift,
 - Between every patron,
 - Before handling library materials,
 - After handling money,

- Before interacting with other employees,
- After touching mask,
- When switching tasks,
- After using the restroom,
- Before and after breaks,
- After sneezing, coughing, or blowing nose,
- When hands are visibly soiled, and
- Prior to leaving work.
- Employees are responsible for replenishing or letting the Library Director know when handwashing supplies or hand sanitizer are low.

Cough & Sneeze Etiquette

- Tissues will be available at each staff work station and in each area of the library.
- To help stop the spread of germ employees should:
 - Cover mouth and nose with a tissue when coughing or sneezing,
 - Throw used tissues in the trash,
 - If you don't have a tissue, cough or sneeze into elbow, not hand.

Illness Reporting

- All employees will self-monitor for symptoms of illness prior to work arrival.
- Employees who have any symptoms of fever OR respiratory illness will not be allowed to work as reinforced by the employee illness reporting agreement for COVID-19.
- Employees living in a household where a member(s) or another close contact tested positive for COVID-19 will not be permitted in the workplace.
- The *Work Rules for Ill Employees* outlines what the employee should do when having symptoms, potential exposure, or diagnosis of COVID-19 and when the employee can return to work.
- Employees who are restricted from working within the library should consult with the Library Director about working from home. If ill and unable to work, employees must take sick leave per Village of Belleville employee policy.
- Employees are required to sign the *Employee Health Reporting Agreement for COVID-19 Response* indicating they understand the policy and agree to follow the guidelines.

Facility Cleaning

- Employees will be provided with information regarding the cleaning protocols and frequency for all common areas.
- Employees will be provided with information regarding the proper use of cleaning supplies and safety concerns of products used.
- If a person suspected/confirmed of having COVID-19 has been in the facility, the building will be cleaned and disinfected following the [CDC Cleaning and Disinfecting Your Facility Guidelines](#).

- Library staff are responsible for performing cleaning as scheduled using proper disinfecting supplies. Only [EPA approved disinfectants](#) effective against COVID-19 are to be used. A cleaning schedule increasing the cleaning frequency of the facility will be provided. The schedule will include disinfecting high-touch surfaces (keypads, pens, counters, etc.) multiple times a day, ideally between users.
- Employees will be responsible for disinfecting their work area when arriving and right before leaving. Sharing of equipment or tools should be avoided. If not possible, disinfect between uses.
- Where possible, hand sanitizer for customer and employee use will be provided throughout the facility and at employee workstations.
- Where possible, sanitizer wipes or disinfectant spray will be provided for employees for wiping baskets, door handles, and other frequently touched areas.
- Staff should replenish cleaning supplies or notify the Library Director when supplies are running low.

Protective Measures

Employees shall:

- Maintain six feet physical distancing from others.
- Be required to wear a cloth face covering as outlined in public health orders when interacting with library patrons, other visitors, and when other library staff are in the same room or area.
- Wear cloth face covering and gloves when handling materials being returned or emptying the drop box. Materials entering the library as returns or through delivery will be quarantined prior to handling and check in.
- Demonstrate proper use of all personal protective equipment or PPE prior to performing work duties at worksite.
- Not have any direct person to person contact (i.e., no hand shaking, no high fives, no hugs).

Employer shall:

- Require all employees to wear face coverings as outlines in public health orders.
- Limit in-person meetings and use other means of communications such as Zoom, Skype and email, that are not in person.
- Limit number of employees present on the premises at any given time to current order limits.
- Limit number of visitors/clients at any given time to current order limits.
- Spread out workstations so employees can remain six feet apart at all times.
- Stagger break and lunch times, shift start and end times.
- Promote flexible/remote work schedules to reduce number of employees in the library at any one time.
- Install physical barriers such as clear, plastic sneeze shields at circulation desks.
- Remove extra chairs and tables to allow patrons to remain six feet apart when possible.
- Limit number of public access computers to allow people to remain six feet apart.

- Provide physical distancing signage along with tape or other marking on the floors to show people where to stand while waiting and how to move through area to aid in social distancing.
- Provide options that limit contact like scheduled curbside pickup or having patrons wait in the car for a text or call when it's their turn to enter.
- Provide special accommodations for vulnerable workers or those unable to wear a face covering.

Approved 6-10-20

Approved 3-10-20

EMPLOYEE HEALTH REPORTING AGREEMENT

For COVID-19 Response

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

Employees should self-monitor daily for these COVID-19 symptoms:
<ol style="list-style-type: none"> 1. Cough 2. Shortness of breath or difficulty breathing 3. Fever >100F 4. Chills 5. Muscle pain 6. Sore throat 7. New loss of taste or smell
This list is not all inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

Employees must report if they are diagnosed with COVID-19:
<ul style="list-style-type: none"> • by a positive lab test, or • diagnosis from a health care provider (without lab testing)

Employees must also report COVID-19 Exposures:
<ul style="list-style-type: none"> • Living with a person that has been diagnosed with COVID-19, or • Having close contact with a person that has been diagnosed with COVID-19

I understand the Employee Health Reporting Agreement for COVID-19 and agree to:

1. Self-monitor prior to reporting to work each day.
2. Report symptoms, positive diagnosis or exposure to COVID-19 to the Library Director.
3. Follow the exclusions and/or restrictions that may be required of me.

I understand and agree to follow all best practices adopted by my business to prevent the spread of COVID-19 including but not limited to:

1. Communicate virtually whenever possible.
2. Limit in-person meetings and gatherings.
3. Practice frequent hand hygiene.
4. Wear PPE (cloth face coverings, masks, gloves, eye protection, etc) required by my employer.
5. Maintain social distancing with other employees, customers, and clients.
6. Follow heightened cleaning and sanitizing of workspace and equipment.

Employee Name (please print) _____

Employee Signature _____ **Date** _____

Library Director Signature _____ **Date** _____

WORK RULES FOR ILL EMPLOYEES

The Library Director must help prevent the spread of COVID-19 by teaching new hires and all employees the importance of not working when sick.

Exclusions and Restrictions

Employee is not allowed to work in the establishment.

	What should the employee do?	When can the employee return to work?
If you have been diagnosed and are symptomatic	<ul style="list-style-type: none"> • If you have symptoms of COVID-19, call your healthcare provider for advice and to discuss testing. • Isolate yourself in your home, and do not go out when you are sick. Practice excellent hygiene and if you have others in your home, isolate yourself in one room (if possible). • Cover coughs and sneezes. Do not share personal household items. Clean your hands often. Clean all "high-touch" surfaces like doorknobs often. • Monitor your symptoms and call your health care provider if symptoms worsen. 	<p>Stay home and avoid others until you have been:</p> <ul style="list-style-type: none"> • 72 hours without a fever (without fever-reducing medicine), • your symptoms improve, • AND it has been 10 days since the first day you had symptoms. <p>Employers should screen employees before allowing return to work.</p>
If you have a positive COVID-19 viral test and are asymptomatic	Monitor your health for fever, cough, and shortness of breath for 10 days.	<p>Asymptomatic individuals with lab-confirmed COVID-19 should remain in isolation until:</p> <ul style="list-style-type: none"> • At least 10 days have passed since the collection date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms. <p>NOTE: patients who develop COVID-19 symptoms during this period should extend isolation precautions for at least 10 days from the date of symptom onset (see above).</p>
If you may have been exposed to a person with COVID-19 but are not sick	<p>Monitor your health for fever, cough, and shortness of breath for 14 days after your last contact with the sick person.</p> <p>NOTE: If exposure occurred at work, you may be able to continue working based on exposure assessment. Please discuss with your employer.</p>	<p>Stay home; do not go to work. Avoid public places for 14 days.</p> <p>NOTE: patients who develop COVID-19 symptoms or test positive during this period should extend isolation precautions for at least 10 days from the date of symptom onset (see above).</p>

Employees with no known exposure to COVID-19, are not exhibiting symptoms of COVID-19, and have not tested positive for COVID-19 may work unrestricted as long as all business best practices are followed.