

## **PCPLS Pandemic Health and Safety Procedures**

The health and safety of PCPLS's staff and patrons is our top priority. PCPLS will phase in library services to ensure adherence to all federal, state, and local health recommendations. To protect the health of the individual staff member, coworkers, and the public, the following measures will be addressed:

### **1. Enhanced Facility Safety Measures:**

- PCPLS requires social distancing of at least six feet between staff and patrons.
- When opening to the public, PCPLS will make changes in services and hours to ensure staff and patrons can adhere to social distancing recommendations
  - Library hours may be reduced and staff schedules may be staggered in order to minimize the number of staff in a building or department at one time
- • Maintaining social distance between coworkers
  - Staff should work at least 6 feet away from their coworkers. Staff in small offices or close cubicles may be moved to an alternate place in the building to work
  - Committee, workgroup, department, and building meetings should continue to be virtual as long as social distancing measures are encouraged
- • Maintaining social distance between staff and patrons
  - Limited service models will be enacted to protect social distancing measures
  - Staff should ask patrons who don't maintain a safe distance to please step back
  - Sneeze guards will be installed at circulation desks
  - Social distancing markers will be installed throughout the facilities
  - Face shields will be provided to all staff unable to work behind a sneeze guard while interacting with patrons
- • Maintaining social distance between patrons
  - PCPLS will make changes in our spaces, hours, and procedures to encourage social distancing between patrons
  - PCPLS will make accommodations to serve elderly and/or vulnerable populations to encourage social distancing between these groups and the general population
  - Onsite programming will be suspended based on social distancing recommendations
  - Meeting room usage will be suspended based on social distancing recommendations
  - Computer lab usage will be limited based on social distancing recommendations. Computer reservations must be made in advance. Computer usage will be limited to no longer than one hour. All stations will be sanitized between use.
  - Door count monitoring stations will be installed to ensure adequate facility social distancing capacity.
    - South Haven, Kouts, and Hebron capacity: 10 patrons
    - Portage and Valparaiso capacity: 20 patrons

- If above capacity is met, patrons will be asked to wait outside in a line with established social distance markers. Entrance will be first come first served.

## 2. Employees Will Implement Basic Infection Prevention Measures

- Staff should disinfect their areas and high-touch materials at the beginning and end of each shift
- Frequently and thoroughly wash and sanitize hands. PCPLS will provide soap, water, and hand sanitizer
- Employees will refrain from touching their face – mouth, nose, and eyes – while at work
- Throw tissues, gloves, and wipes in trash receptacles. PCPLS will provide multiple trash receptacles for staff and patrons
- Practice respiratory etiquette including coughing or sneezing into elbow
- Employees should respect personal working spaces and not use coworker's desk, phone, or workspace when possible
  - Shared workspaces like reference desks should be wiped with disinfectant thoroughly at the change of each shift. Employees should carry their own writing equipment
- Employees should clean off their desk space at the end of each day to reduce the amount of cleaning that needs to take place
- Maintain basic housekeeping practices including routine cleaning and disinfecting of surfaces, equipment, and other elements of the workspace using cleaning products approved by the CDC
- Post handwashing signs in all restrooms that shows proper handwashing procedures
- Extra hand sanitizing stations will be made available to staff and patrons.

## 3. Employees Will Monitor Individual Health and Wellness

- All employees should monitor how they feel and be aware of potential symptoms of COVID-19
- All employees will review the Daily COVID-19 Questionnaire and take their temperature in the morning or afternoon before reporting to work
- If the employee does not feel well, exhibits any COVID-19 symptoms, or has a temperature above 100.4 (or feels feverish), the employee must stay home
- If you're feeling ill, review the [CDC's recommendations on what to do if you're exhibiting symptoms](#)

## 4. Utilizing Personal Protective Equipment(PPE)

- All staff will be provided with two cloth face masks. Note: Cloth masks are encouraged to help protect others if the employee is ill but not showing symptoms. They do not necessarily protect the person wearing the mask from virus particles in the air. **Social distancing is still required**
- The employee should read the [CDC's guidelines on how to properly use and sanitize their cloth mask](#).

- Cloth masks should be washed at home at the end of each day
- Gloves are available for staff handling returns or materials suspected of contamination. In order to reduce contamination, gloves must be replaced frequently or risk cross contamination. For this reason, staff are encouraged to rely on frequent and thorough handwashing and reserve the gloves for returns
- Upon removal of any PPE, staff must wash hands thoroughly before touching anything else

**5. Infection Disease Outbreak Plan:** In the instance that an employee becomes ill, PCPLS will follow these steps.

- If an employee becomes sick or exhibits symptoms at work, they should immediately notify a supervisor, isolate themselves, and go home
- If an employee has a confirmed case of COVID-19 or a suspected case as recommended by the employee's doctor, they will give PCPLS a list of all employees who they had substantial contact with in the last two days as [defined by the CDC](#). All coworkers who had substantial contact with the employee will be informed while still respecting the employee's privacy: *"Someone in our workplace has tested positive for Covid-19, and they have identified you as a close contact according to the CDC definition. If you are at work, please prepare to leave as quickly as you can. Once you get home — or if you are already working from there — find a place to self-isolate, monitor yourself for any symptoms, and talk to your doctor. How can I support you in doing this?"*
- All employees determined to have substantial contact with the infected employee in the last two days should follow the following procedures:
  - Self-isolate for 14 days and maintain a social distance of at least six feet from others at all times
  - Self-monitor for symptoms (take temperature and watch for symptoms) and seek medical attention if symptoms develop
  - Avoid contact with high-risk individuals
- PCPLS will contact the Porter County Health Department
- The department the employee worked in will be closed for 24 hours to allow for enhanced cleaning and disinfection of the employee's workspace and all high touch areas. Depending on the nature of their work, the entire building may be closed
- If an employee has a friend or relative with a confirmed case of COVID-19, the employee should follow the advice of their doctor and monitor symptoms before reporting to work

**6. Healthy Exemptions and Accommodations for Employees:** Families First Coronavirus Response Act (FFCRA) provisions apply from April 1, 2020 through December 31, 2020. **In the instance that an employee needs to apply for any of the following exemptions or accommodations, they must contact Administration.**

- **Employee who has been advised by a health care provider to self-quarantine:** PCPLS provides employee leave in accordance with the FFCRA

- **Employee who is experiencing COVID-19 symptoms:** employee must stay at home and seek a medical diagnosis. Employee is eligible to utilize the FFCRA
- **Employee who is caring for a family member who has been advised to self-quarantine:** employee is eligible for leave in accordance with the FFCRA
- **Employee who is caring for their child whose school or place of care is closed due to COVID-19:** employee is able to take leave up to 12 weeks in accordance with the FFCRA
- **Additional accommodations for Employees:** PCPLS will try to work with all employees during the pandemic
- **Employee who is at a higher risk of severe illness to COVID-19:** If a health care provider has advised the employee to quarantine, PCPLS provides employee leave in accordance with the FFCRA
- **Employee who has other issues reporting to work:** employee should immediately talk to their manager regarding these issues and discuss the situation

**Employees are encouraged to contact Administration with questions and concerns.**

#### **Sources**

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

<https://www.osha.gov/Publications/OSHA3990.pdf>

<https://www.porterco.org/1598/Coronavirus-COVID-19-Updates>

<https://totalhealth.parkview.com/totalhealth/covid-19/creating-a-safe-workplace>

# COVID-19 Symptom Questionnaire

Employee Name: \_\_\_\_\_ Branch \_\_\_\_\_ Date \_\_\_\_\_

1. Have you been diagnosed with COVID-19, or have you been advised by a healthcare professional, to self-quarantine or self-isolate due to COVID-19 concerns?

Yes \_\_\_ No \_\_\_

2. Do you currently have, or in the last 3 days, have you had, any of the following symptoms: dry, persistent cough; sore throat; shortness of breath; muscle aches; or fever greater than 100.4?

Yes \_\_\_ No \_\_\_

3. In the last 14 days, have you been exposed to anyone who has informed you that he/she has been diagnosed with COVID-19 or who has been advised by a healthcare professional to self-quarantine or isolate?

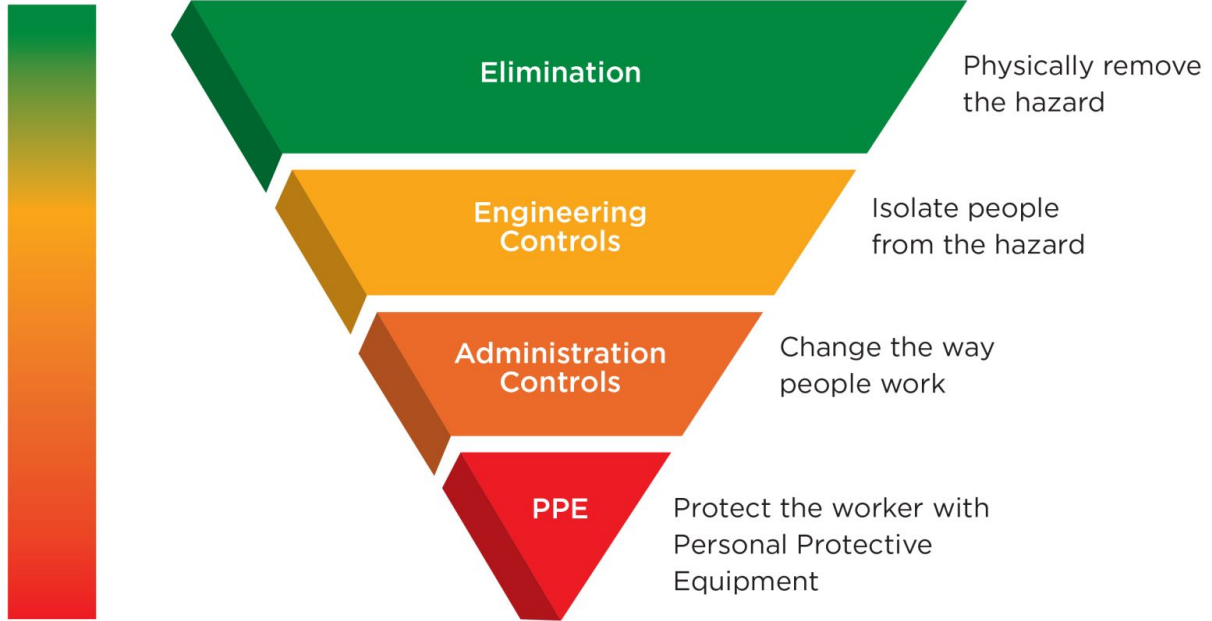
Yes \_\_\_ No \_\_\_

**Employee should review the above questionnaire regarding their current symptoms or lack of symptoms of COVID-19 before reporting to work each day.**

1. This questionnaire should be reviewed at home prior to reporting to work each day. If an employee answers "Yes" to any of the questions listed above, the employee should call Administration at 462-0524 Ext. 35126 to report the incident, as well as calling their manager. They should stay home until they have been cleared by a medical provider and talked with Administration.
2. If this questionnaire is completed at work due to an employee showing signs of illness noted above, and where an employee answers "Yes" to any of the questions listed above, the Manager is to instruct the employee to leave immediately, wash hands with soap and water before leaving the building, and return home.
3. Manager should inform Administration and submit the questionnaire that same day.
4. Employee should self-isolate at home and call his/her medical provider for diagnosis and care instructions.
5. Employee must send a note to Administration from his/her medical provider and hear back from the Administration and their Supervisor with approval before he/she can return to work.

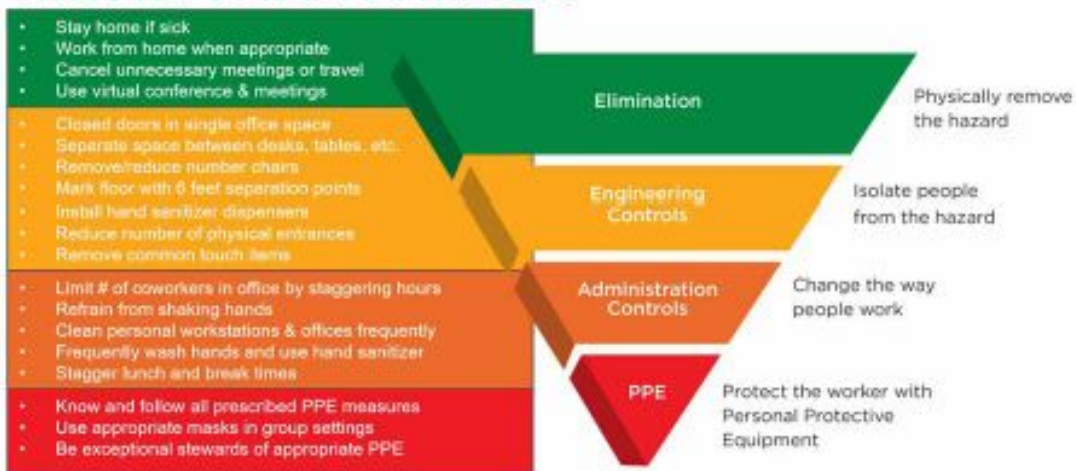
## Hierarchy of Controls in a Pandemic

Most Effective



Least Effective

## MORE THAN A MASK



<https://totalhealth.parkview.com/totalhealth/covid-19/creating-a-safe-workplace>

# Telework Application

## Instructions

If you have identified telework options as an alternative to reporting to work during the pandemic time, complete this form and submit to your manager who will confer with Administration to review the application.

Employee Name: _____	Job Title: _____
Department: _____	Date Requested: _____
Scheduled Hours: _____	Date of Hire: _____
Supervisor: _____	Primary Branch: _____

**Proposed Telework Opportunity: List tasks, communication methods, etc.**

---

---

---

---

---

---

---

---

---

---

**Benefits to and effects on the Library: Describe how this impacts PCPLS and staff**

---

---

---

---

**Evaluation Plan: Describe the proposed evaluation of this arrangement**

---

---

---

I understand that this work situation will be evaluated on a consistent basis and may be adjusted or revoked based on the evolving nature of this pandemic situation.

Employee Signature _____	Date: _____
--------------------------	-------------

## COVID Materials Return Procedure

As we continue working through processes during the COVID-19 pandemic, it is important all our locations follow the same best practices for handling returned materials. The following information outlines our temporary operating guidelines for checking in and quarantining materials. As the situation with COVID-19 evolves, we may need to adjust our processes. Thank you for all you do to make our work environment as safe as possible given the current situation.

***Please contact the Manager on Duty with questions.***

### **A. When dealing with materials returned to your location**

- a. Create the appropriate workspace in your facility for handling and processing materials
  - i. Set up quarantine tables or bins in your meeting rooms or other open area to ensure maximum social distancing.
- b. Wear gloves when handling materials that haven't been quarantined.
  - i. Do NOT touch your face
  - ii. Dispose of gloves when finished handling materials
    1. For gloves, directly email Susan Rudy at [srudy@pcpls.org](mailto:srudy@pcpls.org)
- c. Collect items from the book returns first thing in the morning
  - i. Continue to check book returns throughout the day.
  - ii. All items collected throughout the day are placed into quarantine bins.
    1. Bins are labeled with the date of collection.
    2. Items remain in quarantine for a minimum of 72 hours prior to check in.
- d. Check in items following 72 hour quarantine period
  - i. Sanitize your workspace(s)
  - ii. For items needing to go to another location
    1. Sanitize the courier box.
    2. Put items in courier boxes.
  - iii. For items to be shelved at your location
    1. Complete a rough sort (e.g., Children's, Adult NF, Adult Fic, Movies, etc.)
    2. Move the materials to book carts to be shelved
    3. For items on hold, place items in the hold zone.

### **B. When items are received from another PCPLS location via courier**

- a. Sanitize the courier box.
- b. Unpack box
- c. Check in items
- d. Re-shelve materials or place in the holds zone as appropriate



**Follow up Q & A:**

**Q1: Do we have to quarantine items from the courier for 72 hours?**

A1: No. Items will be quarantined at their point of return and they are okay for staff to shelve.

**Q2: When do we check-in these items?**

A2: Please only check-in materials following the 72 hour quarantine period.

**Q3: Where do I get gloves?**

A3: Email Susan Rudy directly at: [srudy@pcpls.org](mailto:srudy@pcpls.org)

**Q4: If any returned damaged items need to be discarded, do they need to be quarantined?**

A4: Yes. Hold them for 72 hours.

## Curbside Services Procedure

The following outlines PCPLS's operating procedures for curbside delivery services related to holds pick-up at any PCPLS location.

1. Staff run holds reports as normal.
2. Staff pull and process holds as normal, utilizing established holds zones.
3. Patrons are notified of available holds via text, email, the My Account page of the PCPLS website, and the PCPLS app.
4. When a patron arrives at the PCPLS location to pick up materials, they will pull into a numbered curbside spot and call the branch phone number visible on the sign.
5. The staff member answering the phone will ask the patron for their name, library card number, and curbside number. At this time, staff should also
  - a. Check the patron's account for any issues that need to be addressed which may prevent circulation of materials.
  - b. Update patron expiration date.
  - c. Provide instructions to the patron for how to receive the items. The patron should remain in their vehicle until their bagged items are placed on the hook. When the staff member is six feet away, they may retrieve their bagged items.
  - d. Provide checkout staff with information regarding patron account in order to complete the transaction.
6. Staff check out materials to the patron accounts using the library card number given by the patron.
  - a. All materials are placed in a bag(s) prior to delivering to the patron's vehicle.
  - b. Additional informational materials should be placed in the bags at this time.
7. Runner staff member delivers the bag(s) to the patron.
  - a. Runner backs away at least six feet before the patron exits their vehicle.
  - b. If the patron does not have a vehicle, politely ask them to back six feet away prior to placing items on the curbside hook.
  - c. No returns are to be accepted by the Runner.

### **Additional Notes:** .

- Staff should bring the tent sign inside as part of closing procedures.