

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 as necessary 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 and capacity will be determined based on County guidelines and may be suspended when Porter County is in the red zone
 - Computer lab usage will be limited based on social distancing recommendations. Sanitizing stations and supplies will be made available for patron self-service. Staff will deep-sanitize daily.
 - Based on County guidelines, door count monitoring stations may be utilized to ensure adequate facility social distancing capacity.
 - Kouts and Hebron capacity: 30 patrons

- South Haven capacity: 20 patrons
- Portage capacity: 45 patrons
- Valparaiso capacity: 80 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, including:

- disinfecting their areas and high-touch materials at the beginning and end of each shift
- frequently and thoroughly washing and sanitizing hands. PCPLS will provide soap, water, and hand sanitizer
- refraining from touching their face – mouth, nose, and eyes – while at work
- Throwing tissues, gloves, and wipes in trash receptacles. PCPLS will provide multiple trash receptacles for staff and patrons
- practicing respiratory etiquette including coughing or sneezing into elbow
- respecting 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
- cleaning off their desk space at the end of each day to reduce the amount of cleaning that needs to take place
- maintaining basic housekeeping practices including routine cleaning and disinfecting of surfaces, equipment, and other elements of the workspace using cleaning products approved by the CDC
- posting handwashing signs in all restrooms that shows proper handwashing procedures
- providing extra hand sanitizing stations for 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 an 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 an employee is feeling ill, he or she must 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 face masks. All employees are required to wear face masks to help protect others. Masks do not necessarily protect the person wearing the mask from virus particles in the air. **Social distancing is still required**

- Employees 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.

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?

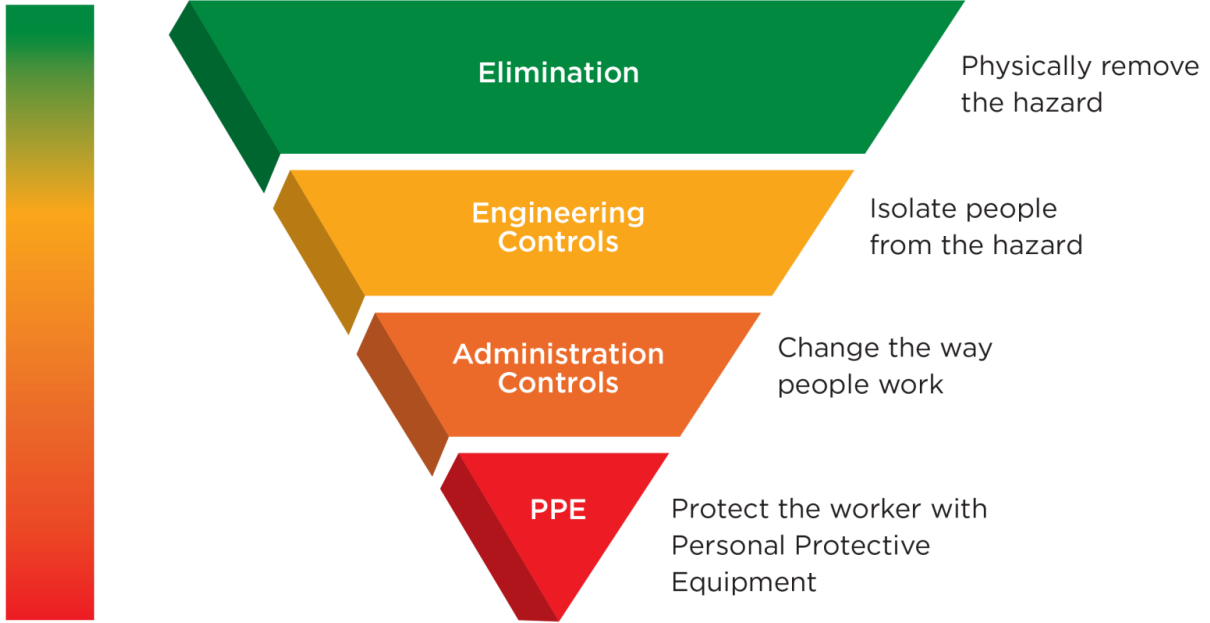
Yes ___ No ___

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.

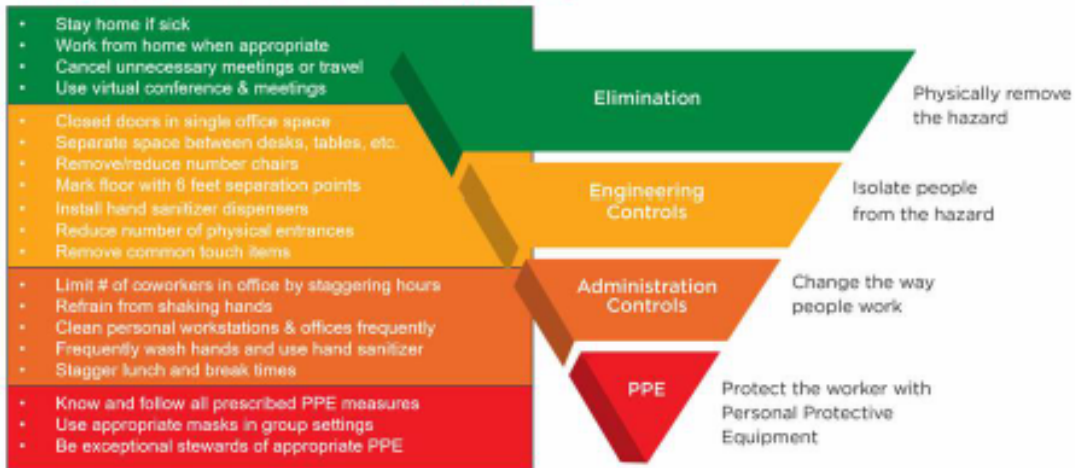
Hierarchy of Controls in a Pandemic

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: _____
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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.