

In light of the Coronavirus 19 and also the mandates from the State of Washington, the Roslyn City Library has new procedures and policies in regards to how it conducts its day to day activities.

Attached is the new protocols for the Roslyn City Library.

Purpose:

To provide a safe work place and to provide service to the public that is in accordance with both the Washington State mandates and the Center for Disease Control (CDC) for the library's workers and the general public.

I. Library Employee Safe Work Practices

a. Personal Protective Equipment (PPE) Utilization

i. All Roslyn Library employees will wear the following PPE

1. Facial coverings/mask must be worn when around other employees or public regardless of maintaining social distancing of 6'.
2. Gloves are to be worn when working in a shared common area with other employees

b. Physical Distancing

- i. A 6' social distancing will be maintained between workers when feasible. In the event that 6' distancing cannot be maintained, then PPE of facial coverings/ masks and gloves will be utilized.

c. Hygiene and Symptom Monitoring

- i. Workers are required to continuously be aware of their own hygiene and if they are experiencing any symptoms of COVID-19.

ii. Symptoms include, but not limited to:

1. Fever or chills
2. Cough
3. Shortness of breath or difficulty breathing
4. Fatigue
5. Muscle or body aches
6. Headache
7. New loss of taste or smell
8. Sore throat
9. Congestion or runny nose
10. Nausea or vomiting
11. Diarrhea

d. Incident Reporting

- i. In the event that a worker is experiencing any symptom, or has been notified that they are a Close Contact (CC) to a confirmed Covid Positive (C+) person, the worker is required to notify the Roslyn City Mayor and/or the HR office.
  - e. COVID-19 Safety Training
    - i. All library personnel will be shown the correct use of the following:
      - 1. PPE
        - a. Safe usage
        - b. How to clean and store
        - c. Proper disposal
      - 2. Cleaning practices
        - a. Safe chemicals to use
        - b. Disposal of chemicals
        - c. Safe handling procedures when using chemicals
        - d. Where the Safety Data Sheets (SDS) are located

## II. Library Control Measures

- a. NO-CONTACT Material delivery
  - i. In order to maintain a safe curbside delivery service, the following will be implemented:
    - 1. Public will notify the library via e-mail, telephone, or other means of resources that they would like to check out.
    - 2. Librarian will collect the resources, if available, and place in a clean a clean paper bag and then secure the top so that it remains closed.
    - 3. Worker will place bagged resources out in the outside pickup area for the patrons.
- b. Safe Handling of Returned Materials
  - i. Upon return of the requested materials/resources from the public, the worker will:
    - 1. Use the following PPE:
      - a. Safety Glasses
      - b. N95 mask or equivalent
      - c. Disposable nitrile or latex gloves.

2. Worker will pick up the returned material from the drop off location and place the bag and its contents into a box that has the date of use on it and a date that is at least 72 hours later for when that bag can be opened.
  - a. In the event that the materials are returned in a plastic bag, worker will remove the contents from the plastic bag and place them into the box. The plastic bag will then be disposed of properly.
3. After completion of the above activities, worker will properly remove their PPE. Gloves will be discarded into the trash. Safety glasses and mask will be stored properly for reuse after a 72-hour decontamination period.

c. Disinfection Procedure

- i. All common areas of the library will be wiped down with disinfectant daily and more often if the need arises.
- ii. Returned materials will not be available for reuse until after they have completed the disinfection procedure.
- iii. The drop off area will be clean/disinfected after removing returned materials/resources.

III. COVID-19 Response Procedures

a. Exposure Response Plan

- i. In the event that a library worker has tested positive for Covid-19, the library will be closed for a period of no less than 72 hours. After such time, the library may be entered. Daily operations can resume including cleaning and disinfecting of library.

b. Post-exposure Incident Project Recovery Procedure

- i. After an exposure event has occurred, this procedure will be reexamined and adjusted as need be.