

Adams Public Library System  
Safety Protocol  
During COVID-19 Pandemic

Employee Health Screening Process

- All Adams Public Library System employees are required to take their temperature at home before reporting to work at the library.
- They will report to their manager by email their status if the answer to any of the following questions is “yes”:
  - Do you have a fever?
  - Do you have a cough not related to a known health issue?
  - Do you have symptoms of COVID-19?
- They will not report to work in the building if they are feeling unwell or have symptoms of COVID-19. PTO may be used if applicable.

Enhanced Cleaning

- Library Materials
  - Returned library materials will be quarantined for four (4) days
  - After the quarantine, materials will be checked in and shelved.
  - Children’s play materials will be unavailable or limited.
- Frequently Used Surfaces
  - Door knobs and light switches will be cleaned throughout the day.
  - Public computer keyboards and other peripherals will be cleaned after each use.
  - Staff will be instructed to use their own computers and wipe down keyboards and other peripherals between staff changes.

Compliance with Social Distancing

- All library employees will maintain a 6 ft. distance at all time
- Contactless transaction will be conducted with the public including contactless Curbside Pick up, and online and phone reference as long as recommended.

Hygiene Measures

- All library employees are required to wear masks when walking around the building and when serving the public. In personal offices, masks may be removed unless another staff member comes into the office.
- Barriers will be placed at service desks for the safety of both the staff and public.
- Public seating will be limited.
- Meetings, gatherings, events and programs, when allowed, will require the ability of social distancing to be maintained.
- All library employees are required to practice frequent handwashing.
- Hand sanitizer will be made available at key locations throughout the facilities.

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