

Safeguards to Ensure Safe Work Environment

As Required by Executive Order 20-26

The health and safety of LCPL's employees is top priority. LCPL will phase in library services to ensure adherence to all federal, state, and local health recommendations. To protect the health of individual employees and the public, the following mitigation strategies have been designed. Community mitigation activities are actions that people and communities can take to slow the spread of infectious diseases. Community mitigation is especially important before a vaccine or drug becomes widely available.

It is expected that all employees will adhere to these safety measures. Failure to support the health and safety goals listed below can be considered insubordination and may lead to disciplinary action. This document may be updated and modified as new situations arise or new information becomes available. Employees will be notified of the modifications.

Maintaining Social Distancing Recommendations

LCPL requires social distancing of at least six feet between employees except when situations arise such as passing co-workers in a hallway or traveling past a co-worker's work space.

LCPL may make changes in services, branch hours, and schedules to ensure employees can adhere to social distancing recommendations.

Employee schedules will be staggered in order to minimize the number of employees in a building or the public service areas at Merrillville with at least a ½ hour between team changes to support teams not interacting.

Merrillville non-public service departments with fixed workstations will adjust all work areas to adhere to at least a six foot distance.

In the public service team model, employees will have a set schedule and anyone unable to work any portion of their schedule will have the ability to use paid time off.

Employees will not be in the building when their team is not scheduled unless supervisors make a request and an approved exception is made for a valid reason.

Professionals who are not scheduled at their building for their weekly hours will be required to sign and adhere to a telework agreement that defines the expectations of the library for their telework hours.

Clerks will be scheduled as close to their approved hours possible.

Clerk training will be available for limited telework and if an employee is unable or chooses to not participate in the available training, they may use paid time off or work reduced hours.

Janitors and pages will be scheduled their full hours and will have no telework availability.

Teams will have little to no contact with other teams in their building.

Merrillville will have multiple teams scheduled and will work in different areas of the building.

Merrillville teams or departments will communicate virtually whenever possible.

When a transfer of material is needed at Merrillville it will be done internally in a manner similar to our patron curbside service.

Employees will work six feet away from their co-workers.

Employees in small offices or close cubicles will need to find an alternate place in the building to work.

Employees should stagger entrances and exits into the building by arriving/leaving a few minutes early/on time/late to assist with physical distancing.

Committee, department, and building meetings will continue to be virtual meetings.

CDC recommends decreasing social contacts in the workplace, such as in-person meetings and group lunches.

Any employee using the break room or lunch room must continue to keep the six foot physical distance requirement and bring their own utensils.

Employees should use phones and email to ask each other routine questions or obtain service versus walking to visit offices in person.

IT or Maintenance may be required to enter your building for repairs. Please be considerate and remain physically distant. IT and maintenance staff will wash their hands prior to and after repairs.

Limited service models will be enacted to protect social distancing measures between employees and patrons.

Patrons will be required to stay in their car during curbside service.

Any patron services added during this phase will have minimal staff-patron interactions and will require physical distancing ability.

Employees will file incident reports regarding any patrons that attempt repeatedly to violate the six foot distancing requirements. Library employees have the right to a safe

and respectful workplace environment as stated in the Board approved Patron Rules of Conduct. Administration will follow the guidelines under Suspension of Library Privileges to protect the safety of staff and patrons.

Implementing Basic Infection Prevention Measures

Employees will disinfect their areas and high-touch materials at the beginning and end of each shift using paper towels and LCPL provided disinfecting solution.

Employees will frequently and thoroughly wash and sanitize hands using CDC guidelines.

Employees will wash hands prior to and after specific activities to prevent cross contamination. Activities include such things as:

- Changing between work activities

- Moving materials between co-workers such as book carts

- Moving material between Merrillville teams

- Entering the buildings and before beginning work

- Book drop

Employees will actively refrain from touching their face – mouth, nose, and eyes – while at work.

Employees will practice respiratory etiquette.

Employees will respect personal working spaces and not use co-worker's desk, phone, or workspace.

Shared workspaces like reference desks should be sanitized thoroughly at the change of each shift using LCPL provided solution.

Keyboard and mouse covers will be used at all reference and circulation services computers that are not individually assigned and will be discarded at the end of the employee shift.

Employees should carry their own writing utensils.

Employees will contribute to basic housekeeping practices include routine cleaning and disinfecting of shared surfaces, equipment, and other elements of the workspace.

High touch surfaces include:

- door handles and locks, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, shared kitchen surfaces, microwave handles.

Each location will list high touch areas and develop a sanitizing schedule to ensure that these areas are sanitized at least twice per day.

If possible, during this phase, leave internal doors open to decrease the need to touch doorknobs and handles.

Handwashing signs that show proper handwashing procedures will be posted in all restrooms.

Utilizing Personal Protective Equipment (PPE)

All employees will be provided with two cloth face coverings.

Cloth facial coverings are required while working inside LCPL buildings to help protect others.

Social distancing is still required.

All buildings and departments in Merrillville will post the provided poster [How to Use a Face Mask](#).

The employee will read and follow the provided CDC guidelines on how to properly use and sanitize their cloth mask.

Gloves are difficult to purchase since medical locations take priority, so priority for glove use at LCPL will be given to those cleaning with harsh chemicals if gloves are in short supply.

If gloves are available for employees handling book-drop returns, they are to be removed safely and discarded immediately after the items are delivered to the quarantine area.

Upon removal of any PPE, employees must wash hands thoroughly before touching anything else.

Employees are encouraged to rely on frequent and thorough handwashing if gloves are not available.

Gloves must always be available in Spill Kits. We must comply with OSHA Standard Compliance (1910.1030) and combine personal protection and clean-up items mandated by OSHA, CDC, and State Health Departments to aid in the clean-up, transportation, and disposal of potentially infectious blood or body fluid spills.

Employees may wish to bring their own gloves, but gloves can be a greater source of contamination than bare hands. Employees wearing gloves can get complacent about following [proper hand hygiene](#) guidelines. Any employee that wishes to use their gloves

at work must agree to frequent glove changes and handwashing before changing work activities.

Monitoring Individual Health and Wellness

All employees will monitor how they feel and be aware of potential symptoms of COVID-19.

We are required to screen employees daily, therefore it will be expected that you take your temperature before work. Each branch has a no-touch thermometer available, if necessary.

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 you're feeling ill, follow the CDC's recommendations on what to do if you're exhibiting symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-ncov-fact-sheet.pdf>.

Handling Library Materials

Handling materials is one of the most complex areas of operations during a pandemic due to the potential of virus transmission on shared objects such as books and DVDs. Current studies suggest the virus remains present on plastic surfaces for up to 72 hours and on cardboard and paper surfaces for up to 24 hours.

Employee will remove items from book drops and leave in current status.

Designated carts will be used for emptying book drops and will not be used for other activities.

Items emptied from the book drop will be quarantined for 72 hours.

Each branch will designate a quarantine area that is away from staff work or travel patterns.

Items will be placed on tables or on the floor in the designated quarantine space.

For management of the quarantine, a routing slip will be taped to the table with the date items were placed in quarantine and the date it will be available to be checked in.

After 72 hours a different cart (clean cart) will be used to transfer items to an area for check in.

Items checked in are available for shelving or holds.

Items that are transferred via the courier do not need to be quarantined as the item is either coming off the shelf of a sending branch or has already been through quarantine at the sending branch.

Each branch will designate a dispatch area for the use of the courier.

The dispatch area must be away from branch staff work areas as a safety measure to the courier.

Cleaning and Disinfecting

Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

Disinfecting kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus. Cleaning reduces the soil load on the surface, allowing the disinfectant to work and kill the COVID-19 virus. Disinfectant may not kill the virus if the surface has not been cleaned with a detergent first.

The janitors are responsible for the daily cleaning of the building.

The remaining employees are responsible for disinfecting.

Disinfecting will take place at the end of each shift before a team leaves the building.

Disinfecting Procedures

When disinfecting a surface, by far the most important consideration is dwell time: the amount of time the disinfectant needs to remain on a surface to kill pathogens, and in this case, specifically the coronavirus that causes Covid-19. No disinfectant works instantly. Different dwell times do not indicate that one disinfectant is more or less effective than another. They are just how long products take to eliminate the coronavirus, which is the desired result. The dwell time for the disinfectant available at LCPL is 10 minutes.

Complete disinfecting protocol includes four steps: Pre-cleaning, disinfecting (dwell time), wiping clean and rinsing with water.

Wear gloves when cleaning. Gloves should be discarded after each clean.

LCPL's disinfecting product instructions as supplied by the company:

DISINFECTION/CLEANING/DEODORIZING:

Remove heavy soil deposits from surface.

Then thoroughly wet surface with the disinfecting product. Our disinfectant will also be a light cleaner so there is no need to use multiple products.

The pre-mixed disinfectant can be applied with a cloth, mop, sponge or coarse spray, or soaking. For sprayer applications, use a coarse spray device. Spray 6-8 inches from the surface; rub with a brush, cloth or sponge. Do not breathe spray.

Let solution remain on surface for a minimum of 10 minutes.

Rinse or allow to air dry.

Rinsing of floors is not necessary unless they are to be waxed or polished.

Food contact surfaces must be thoroughly rinsed with potable water.

This product must not be used to clean the following food contact surfaces: utensils, glassware and dishes.

Cleaning products and usage

Provided disinfectant also is a light cleaner so it is multi-purpose. It provides for pre-cleaning and disinfecting.

Glass and multi-surface cleaner which is not a disinfectant (typically used for wiping down tables and other non- restroom surfaces).

Heavy duty restroom cleaner which is a disinfectant as well (typically used for cleaning restroom surfaces).

Infection Disease Outbreak Plan

Employees who appear to have [symptoms](#) upon arrival at work or who become sick during the day should immediately be separated from other employees and sent home. The current team supervisor will notify Human Resources immediately and LCPL will follow all CDC [Public Health Recommendations for Community-Related Exposure](#).

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. People with these symptoms or combinations of symptoms may have COVID-19:

Cough, shortness of breath or difficulty breathing

Or at least two of these symptoms:

Fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.

Each building is supplied with a thermometer to determine if an employee has fever over 100.4 if an employee reports being sick while at work.

If a sick employee is suspected or confirmed to have COVID-19, we will follow the [CDC cleaning and disinfection recommendations](#) and notify Human Resources.

Employees will inform Human Resources if they have a sick family member at home with COVID-19.

Sources:

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

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

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