

Requirements for Staff & Volunteers Working inside Library Building
Revised January 14, 2022

- In the event that the library is closed to the public, the doors to the building will always be locked. Anyone who enters with a key must make sure that the door remains locked. In the event that the library remains open to the public, doors will be propped open wherever possible to minimize touching of high-touch surfaces.
- Staff members and volunteers must wash or sanitize their hands regularly.
- All staff and volunteers must wear a facemask at all times while inside the library building with the exception of when they are working alone in separate rooms that are closed off to the public.
- Staff and volunteers are required to wear a KN95 mask or double-layer mask.
- All staff and volunteers must maintain a distance of 6 feet or more while inside the library building.
- Staff members and volunteers with any of the following symptoms must stay home from work.

These Covid-like symptoms are:

- Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
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- Staff members and volunteers with Covid-19 like symptoms must be in contact with the Library Director regarding their symptoms.
 - Staff members and volunteers should be tested for COVID-19:
 - ✓ If you have symptoms of COVID-19, even after vaccination
 - ✓ If you have had close contact (within 6 feet for a total of 15 minutes or more in a 24 hour period) with someone with confirmed COVID-19, even after vaccination
 - ✓ If you took part in activities that put you at higher risk for COVID-19 because you could not socially distance as needed, such as travel, attending large social or mass gatherings, or being in crowded indoor settings
 - ✓ If you have been asked or referred to get tested by your health care provider, or local[External Link Disclaimer](#) or state health department

<https://www.fda.gov/consumers/consumer-updates/coronavirus-disease-2019-testing-basics>

- Staff members and volunteers who test positive with Covid-19 must inform the Library Director and must stay home. They must isolate for at least five days and receive a negative test result from a PCR test OR two consecutive rapid antigen tests taken over a two-day period.

- All staff members and volunteers, regardless of vaccination status, should quarantine for 5 days after an exposure to COVID-19. At day 5 after exposure, they must receive a negative test result from a PCR OR two consecutive rapid antigen tests taken over a two-day period before returning to work.

Cleaning Requirements:

Bathrooms and Cleaning High-Touch areas:

Our Custodian will clean the bathroom and all bathroom fixtures with an EPA safer choice cleaner once a week after patrons have used the building. He will also clean all high-touch surfaces and keep a cleaning log.

Staff members must clean workstations at the end of each use. This includes keyboard, mouse and mousepad, computer power buttons, and countertop around computer.

Staff members must clean the phone after each use.