

L.E. PHILLIPS MEMORIAL PUBLIC LIBRARY, EAU CLAIRE

RETURN TO WORK PROCEDURES

As we approach the prospect of re-opening the Library now that the COVID-19 “Safer at Home” Order has been lifted, the highest and best practices and standards must be implemented to ensure the health and safety of our staff, customers and the community.

Until such time as a viable vaccine is developed to resist the novel coronavirus, several factors become apparent as we reopen our doors:

- We will not be going back to a “business as usual” model
- We will be better at providing services online, via the web, or other virtual means
- We must be intentional and methodological in minimizing the risk and stopping the spread of the virus

When we reopen, it will be with consideration of safety for staff and customers. It will likely be a fluid process, but you will be asked to comply with the following guidelines:

Employee Safety Considerations:

- Stay at home if you have any symptoms. Practice good hygiene throughout the work shift. **Reminder of Symptoms (link to Health Department website):** <https://coronavirus-and-covid-19-information-hub-eccounty.hub.arcgis.com>
- 6-foot physical distancing for staff and co-workers is required.
- Wearing a facial covering is required when in contact with other staff and maintaining a 6-foot distance ***is not possible***.
- It is recommended to continue with ***remote work*** for staff when possible, or rotate staff between days in the office and days working remotely to limit number of staff in work space at one time. However, every division head shall make this assessment keeping in mind the need to provide services and the safety of employees.
- Reasonable accommodations shall be provided for individuals who cannot return to work immediately.
- Continue with routine cleaning by both custodial staff and staff within each office area.
- Allow only 1 person in the elevator at a time, unless a second person is needed for accommodation purposes.

- Allow only one person in multiple-stall bathrooms at a time.
- The staff lounge is available for use with the guidelines of one person per table, disinfecting items that have been used and following social distancing protocol.
- Continue with **safe hygiene**:
 - Stay home if you are sick.
 - Wash hands frequently with soap and water for at least 20 seconds.
 - If soap and water are not available, use hand sanitizer with at least 60% alcohol.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
 - Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
 - Avoid handshaking.
 - Clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, staplers, keys, and doorknobs.
 - Avoid using other employees' phones, desks, offices, and equipment.

When An Employee Tests Positive for an Infectious Disease:

The City of Eau Claire has put a protocol in place for responding to a positive exposure. Employees who exhibit symptoms of COVID-19 at work or who test positive for COVID-19 shall be promptly separated from other employees and required to self-quarantine at home for 14 days or are symptom free. If an employee is confirmed to have COVID-19, fellow employees who are identified as having come in contact with the infected employee will be notified of that potential exposure and asked to self-quarantine for 14 days. Employee medical information, including the identity of the infected individual, shall be kept strictly confidential. This information shall only be shared with managers on a need-to-know basis to protect the health and safety of others in the workplace. Any work areas that the employee who tests positive came in contact with will promptly be cleaned in accordance with CDC guidelines. The full document is available on Sharepoint.