



BCL Staff
Safety
Guidelines for
COVID-19



BCL Staff Safety Guidelines for COVID-19

The Brown County Library's highest priority is the safety and well-being of staff and patrons. The Brown County Library Staff Safety Guidelines in Response to Covid-19 are based on recommended practices from the Centers for Disease Control (CDC), Wisconsin and Brown County Health Departments, and the World Health Organization (WHO) with a focus on the health and safety of all people who enter our libraries.

In order to remain current on recommended practices, these guidelines are a working document. As updates become available, this document will be updated and redistributed to staff in order to reflect current recommendations and directives.

These guidelines provide general recommendations for use in all BCL libraries. Adaptations to this guideline can be made in order to address unique branch circumstances; however, these adaptations must be reviewed with the Library Leadership Team prior to enacting.

Additionally, Brown County Library must comply with all applicable laws. If a conflict arises between these guidelines and an applicable law, BCL must follow the applicable law.

These guidelines address a range of topics intended to keep staff and patrons safe, in a quickly changing pandemic. Areas to be addressed include:

- Disinfecting procedures
- Staggering shifts
- Social distancing strategies

Brown County Library acknowledges this working document will not be an exhaustive guideline for dealing with Covid-19. It will be necessary for these guidelines to be reviewed and updated as necessary.

TABLE OF CONTENTS

Preventative Material Inventory... 3

Strategies to Mitigate the Spread of COVID-19... 4

Routine Disinfecting Protocols... 5

Advanced Disinfection Protocols... 6

Incoming Materials, Supplies, Delivery, Mail, and Cash Handling Protocols... 6

Social Distancing Protocols... 7

Employee Health Self-Monitoring... 9

Isolation Protocol... 10

Contractor/Service Provider Protocol... 10

How to Wash Hands... 11

How to Wear a Face Mask... 11

Glove Use and Removal... 12

Additional Resources... 13

Staff Acknowledgement... 14

These Guidelines will be updated based on evolving public health recommendations.

PREVENTATIVE MATERIAL INVENTORY

Disinfectant Supplies and PPE:

- Each BCL facility must have appropriate disinfectant and PPEs as outlined below. The BCL Facilities Manager should be contacted if there is a shortage of supplies at a location.

Item	Spec	Recommended Quantity
Mask (disposable)	Disposable masks (1/day) – for customer use	Min. 30-day supply
Mask (washable)	Washable masks (3 per employee)	3 per employee
Gloves	Nitrile	Min. 30-day supply
Face shields	Protective face shields	1 per employee
Disinfectant spray/wipes	EPA-approved disinfectant	Min. 30-day supply
Hand sanitizer (refills)	Sanitizer with greater than 60% ethanol or 70% isopropanol alcohol local brand	Min. 30-day supply
Hand soap	Hand soap / Local brand	Min. 30-day supply
Paper towels	Paper towels	Min. 30-day supply
Sneeze guards	Plexiglass shield	Min. 1 per service point

STRATEGIES TO MITIGATE THE SPREAD OF COVID-19



Masks

Face masks are required for all BCL staff members working with the public or outside vendors/partners. If you have a medical condition or concerns about wearing a mask, contact the Deputy Director to discuss.



Face Shields

Face shields may be used as an additional safety measure when working in public areas. Masks must still be worn with a face shield.



Gloves

Based on CDC findings, the Library will only require staff to wear gloves when receiving materials and/or disinfecting Library spaces.

- Proper use and removal of gloves takes training. If contaminated gloves are not removed properly, our employees are exposed to greater risk.



Hand Washing

Frequent hand washing with warm water and soap is one of the most effective ways to prevent the spread of germs.



General Disinfecting Measures:

- The measures listed on the chart below should be implemented to reduce risk and spread of infection.
- The disinfection steps outlined below should be taken routinely, based on frequency mentioned, to protect employees, customers, and visitors and disinfect workplace surfaces, doorknobs, handrails, tables, elevator buttons, etc.
- Along with these workplace disinfectant activities, proper personal sanitary practices including frequent hand washing are also necessary.
- While BCL maintenance staff are responsible for completing many of the tasks listed routinely, all staff are responsible for completing some routine workplace disinfecting tasks, i.e. wiping their own workspaces, cleaning up after themselves, and disinfecting frequently used surfaces.
- Proper dwell time (contact time) for cleaning products is required to properly disinfect a surface. This varies from product to product, please read the instructions of the product for proper dwell time.

ROUTINE DISINFECTING MEASURES:

Area/Place	Disinfectant Surface	Disinfectant	Disinfectant Measures	Recommended Frequency	Who
Common customer surfaces	Including table tops, study spaces, computer surfaces, public service desktops	EPA-approved disinfectant	Follow manufacturer directions on product label	Between each use	All staff
Offices, desk, and conference rooms	Table and chair surface	EPA-approved disinfectant	Follow manufacturer directions on product label	At the end of each meeting and end of day	All staff
General objects often used or touched	Door handles, light switches, and phones	EPA-approved disinfectant	Follow manufacturer directions on product label	At least four times per day	All staff
Play spaces/toys	Removed/closed until further notice	n/a	Removed until further notice	Removed until further notice	n/a
Returned materials	All materials that are checked out by a customer (internally and externally)	n/a	Quarantine for 48 hour period	After every returned item	Public Services Staff
Restrooms	Common surfaces, mirrors, countertops	EPA-approved disinfectant	Follow manufacturer directions on product label	At least four times per day and additional as needed	Maintenance staff
Library vehicles	Common surfaces (e.g. steering wheel, door handle /lever, vehicle controls, seat belt release, rear view mirrors)	EPA-approved disinfectant	Follow manufacturer directions on product label	Before and after each use	Drivers
All floors	All floors at location	EPA-approved disinfectant	Mop	Periodic, where frequently touched; mop hard surfaces routinely	Maintenance staff

ADVANCED DISINFECTION PROTOCOL

About

Based on consultation with Brown County Human Resources and the Brown County Health Officer, the Routine Disinfecting Measures should be followed regularly whereas the Advanced Disinfection Protocol is triggered when an active employee has tested positive for Covid-19 and HR notifies the Deputy Director and/or Facilities Manager of a positive case.

Advanced disinfecting should be performed as soon after the confirmation of a positive test as practical. If a delay is proposed of greater than one day, an additional disinfection of potentially impacted common surfaces should be completed during the interim period.

If multiple employees in a location are confirmed to have a Covid-19 positive test, the location may close for a period of at least 72 hours to allow for natural deactivation of the virus followed by a comprehensive disinfection of the building by maintenance staff.

INCOMING MATERIALS, SUPPLIES, DELIVERY, MAIL, AND CASH HANDLING PROTOCOLS

The World Health Organization advises it is safe to receive packages from areas where Covid-19 has been reported, advising that,

“The likelihood of an infected person contaminating commercial goods is low, and the risk of catching the virus that causes COVID-19 from a package that has been moved, traveled, and exposed to different conditions and temperature is also low.”

The virus does not survive on surfaces for long and the length of shipment time and other environmental factors should deactivate the virus.

Materials

- Returned Library materials will be quarantined for 48 hours, which exceeds current Centers for Disease Control recommendations. Quarantine bins or carts should be tagged with the date the items can be processed by staff.
- Staff will wear PPE (including gloves and masks) to move the materials from the bins to designated carts, bins, etc. and move them to the designated quarantine location with a dated slip.
- Return bins should be disinfected each time emptied.
- When finished emptying the return bins, gloves should be discarded. Staff must wash hands with soap and water when done.

Supplies and other shipped materials, Deliveries between locations, and Daily Mail

- The virus does not survive for long on surfaces and the length of shipment time and other environmental factors should deactivate the virus.
- No quarantine of packages recommended upon receipt.
- Staff opening shipped materials should wear gloves and a mask. Discard gloves after completing tasks and wash hands with soap and water.
- Materials received between BCL branches do not need to be quarantined.

Cash Handling

- Encourage customers to use touchless pay stations or self checks, where available. Minimize handling cash, library cards, credit cards and mobile devices, where possible.
- Wear face masks and stay behind plexiglass barrier.
- With appropriate hand hygiene, gloves are not necessary.
- When exchanging paper and coin money:
 - Do not touch your face.
 - Ask customers to place cash on the counter rather than directly into your hand.
 - Place money directly on the counter when providing change back to customers.
 - Disinfect touched surfaces such as counter and register, between customers. Follow directions on cleaning product.
- Use hand sanitizer between customers.
- Immediately wash hands, following hand hygiene guidelines, after shift. This is an important infection control measure.

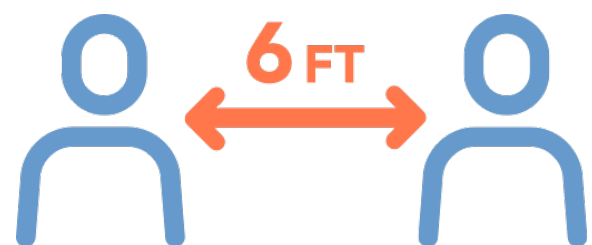
SOCIAL DISTANCING PROTOCOLS

Social distancing is a simple yet very effective mechanism to prevent potential infection. It relies on simple distance to avoid infection.

In practice, this means:

- Staying 6 feet away from others as a normal practice.
- Eliminating contact with others, such as handshakes or embracing coworkers, visitors or friends.
- Avoiding touching surfaces touched by others, to the extent feasible.
- Avoiding anyone who appears to be sick, or who is coughing or sneezing.

This practice of social distancing includes, but is not limited to, the public service floor, break rooms, common areas, entrance/exit areas of work locations, and offices. These are examples, but the principle of social distancing is universally applicable.



Social Distancing in Action

Social distancing at BCL is intended to provide a safe environment reducing the risk of person-to-person infection. Maintain a social distance of 6 feet while working with co-workers, and at least 6 feet when providing service to the public without barriers (such as plexiglass shields at service desks).

Workstations

Recommended:

- Whenever possible, workstations should be arranged to allow separation of 6 feet.
- Utilize sneeze guards and physical barriers to minimize the risk to social distance violations.
- Establish and stay within boundaries clearly marked on the floor. Staff need to stay within their marked areas.
- Staff are strongly encouraged to disinfect their own workspace multiple times during the shift, giving special attention to common surfaces.
- Staff should avoid touching their faces and must wash their hands thoroughly with soap and water several times during the work hours to reduce risk and prevent person-to-person potential infections.

What to do if the workstations are less than the recommended spacing?

- Work designs should avoid face-to-face operations with less than the minimum requirement of 6 feet. If this condition cannot be met, then employees will be provided with alternative measures to mitigate their exposure such as the following:
 - Face masks
 - Face shield
 - Body orientation
 - Physical barriers may also be installed where practical. The barriers will be disinfected regularly or as needed.

Helpful Tips to Communicate

- Avoid gathering with others when entering, exiting, and while in the facility.
- Ensure 6 feet of space between each person while entering the building and performing tasks.
- Do not touch your face before you have had a chance to wash your hands.
- Employees should disinfect their workstation at the start and end of each shift.
- Employees should disinfect Library phones between users.

Meetings

- Virtual meetings should be utilized as often as possible.
- Offices should not be used for in-person meetings. Use larger meetings rooms or public areas.

Social Distancing During Lunch and Breaks

Management of employee breaks to provide social distancing and proper hygiene is necessary. Start and end times should be staggered.

Helpful Tips

Seating and Capacity in Staff Areas:

- Count the optimal number of allowable seats in the break room considering the acceptable distances of 6 feet.
- Limit and/or space chairs appropriately.
- Place signage on table to ensure proper social distancing.
- Separate times by 10 minutes to have enough time to wipe all surfaces after each use.

Cleanliness and Disinfection

- Provide enough supplies for employees to clean up after themselves. Ex: wiping down tables, microwaves, etc.

Restroom Usage During the Workday and at Break Times

Increase disinfection intervals to ensure clean environment at all times and make sure social distancing is maintained. Provide enough supplies for employees to clean up after themselves. (i.e. wiping down counters and handles, etc.)

Social Distancing in Common Areas

- Increase disinfection intervals.
- Ensure social distancing is maintained.
- Avoid non-essential gatherings.

Social Distancing in Offices

- Office work should be organized to ensure social distancing to keep separation of employees between 6 feet as a minimum.
- Avoid face-to-face desk layouts.
- Interaction to exchange information or quick meetings on the office floor space should respect social distancing of (6 feet).
- Staff should disinfect surfaces in their office at the beginning and end of shift.

EMPLOYEE HEALTH SELF-MONITORING

Employees are expected to self-monitor for symptoms of Covid-19. If an employee is exhibiting a combination of symptoms, in particular shortness of breath or coughing, and a fever at 100.4 F or above, they should not

report to work and should call their supervisor. Symptoms include:



- Fever or chills
- Cough
- Shortness of breath or difficulty breathing

- Fatigue
- Muscle, body, or head aches
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

ISOLATION PROTOCOL

Isolation Protocol is for employees who become ill at work. If a person feels ill, or if someone observes that another person is exhibiting symptoms of Covid-19 at work, that person must go directly to a space where they can safely quarantine until further direction from Human Resources and Brown County Public Health.

CONTRACTOR/SERVICE PROVIDER PROTOCOL



Contractor/Service provider restrictions:

- Meetings should take place virtually as often as possible going forward, to ensure the protection of both employees and visitors.
- Where business-critical, in-person visits do occur, such as to allow equipment or facilities to remain operational, they should follow BCL guidelines for maintaining safe work spaces as outlined in our BCL Pandemic Playbook and these Guidelines.
- All contractors/service providers visiting BCL agencies will be asked to wear a face mask.

Contractor work visits that do occur should limit exposure to employees to the extent feasible, by:

- Ensuring visitors/contractors take a direct route to meeting or work areas and do not unnecessarily interact with employees.
- Practicing social distancing themselves at all times, and instructing visitors regarding our expectations regarding social distancing (e.g. no handshakes or embraces,

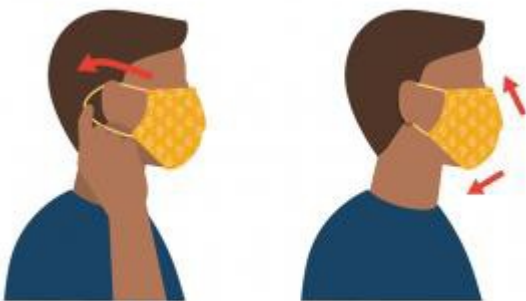
- keeping 6 feet distance when interacting, etc.).
- Practicing expected hygiene regarding washing hands and covering coughs/sneezes, pointing out or providing guidance on this topic.
- For visitors, use dedicated meeting rooms where possible, which should have common surfaces disinfected between meetings.

HOW TO WASH HANDS

- **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
- **Rinse** your hands well under clean, running water.
- **Dry** your hands using a clean towel or air dry them.

HOW TO WEAR A FACE MASK

- Wash hands before putting on a face mask.
- Face mask should be placed over the nose and mouth and secured under the chin.
- Ensure it fits snugly against sides of the face.
- Avoid touching the mask while wearing.



GLOVE USE AND REMOVAL

For gloves to be effective, it is important that staff follow safe use and removal of gloves to avoid cross-contamination. Staff must follow these procedures:

- Wash hands before and after using gloves
- Always wear gloves when using a disinfectant
- When touching surfaces that may be infected, do not touch your face or any other surface until you have properly removed your gloves and washed your hands
- To remove used gloves after handling materials:



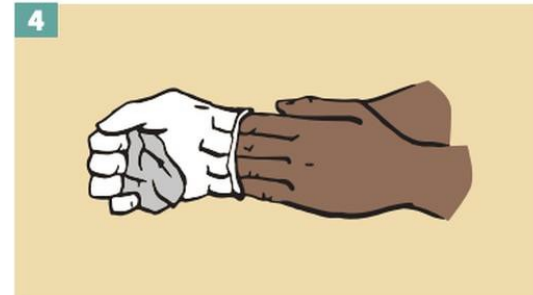
1 Grasp the outside of one glove at the wrist.
Do not touch your bare skin.



2 Peel the glove away from your body,
pulling it inside out.



3 Hold the glove you just removed in
your gloved hand.



4 Peel off the second glove by putting your fingers
inside the glove at the top of your wrist.

ADDITIONAL RESOURCES

- CDC Symptoms of Coronavirus: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> ▶
- CDC Mask Wearing: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- CDC Protecting Yourself: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- CDC What to do if You Are Sick: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>
- DPI Guidelines: <https://dpi.wi.gov/wilibrariesforeveryone/guidelines-reopening-wi-public-libraries-released>
- Brown County Health Department: <https://www.browncountywi.gov/community/covid-19/general-information/>
- World Health Organization COVID-19: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

ACKNOWLEDGEMENT

BCL Staff Safety Guidelines

I am acknowledging that I have read and will comply with the BCL Staff Safety Guidelines provided to me by the Brown County Library. I understand that the contents are for the safety of others and myself. I understand that I am responsible for ensuring that I am utilizing the most up to date version of the Guidelines as provided to me by BCL and adhering to the safety protocols.

_____	_____	_____
Employee Signature	Date	
_____	_____	_____
Supervisor Signature	Date	