

**Main Branch**  
320 W 7th Street  
Rochester, IN 46975  
(574) 223-2713

**Aubbee Branch**  
7432 Olson Road  
Leiters Ford, IN 46945  
(574) 542-4859

**Fulton Branch**  
7420 Liberty Avenue  
Fulton, IN 46931  
(574) 857-3895

## FULTON COUNTY PUBLIC LIBRARY REOPENING SAFEGUARDS

MAY 9, 2020

### Employee Health Screening Process

All Fulton County Public Library employees reporting to work will answer a COVID-19 symptoms screening and have their body temperature taken as a precautionary measure to reduce the spread of COVID-19.

- The employee's temperature and answers to COVID-19 symptoms questions will be documented, and the record will be maintained as a private medical record.

Employees will be sent home if they do not feel well, have a fever, and/or exhibit symptoms of COVID-19.

Employees are not to report to work and notify a supervisor if they are not feeling well, have a fever, and/or exhibit symptoms of COVID-19.

### Enhanced Cleaning

#### Library Materials-

Library materials will be quarantined for 72 hours when returned by patrons or delivered by InfoExpress (our courier service).

After the quarantine period, materials will be cleaned with EPA approved disinfectant before being reshelfed or requested by another patron.

#### Frequently Used Surfaces-

All frequently used areas will be cleaned with EPA approved disinfectant after each transaction.

#### High Touch Surfaces-

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

High touch surfaces include door handles and locks, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, shared kitchen surfaces, refrigerator handles, microwave handles and buttons.

### Compliance with Social Distancing

All library employees will maintain a 6-foot distance at all times.

Contactless transactions will be conducted with the public including curbside pick-up and phone reference.

### Personal Hygiene/Ability to Wash Hands

All library employees may wear masks when in the library.

- Masks will be required when delivering items for curbside pickup and when emptying the book drop.

All library employees may wear gloves when handling materials.

All library employees are required to practice frequent handwashing.

Hand sanitizer will be available throughout the library.

*It is the mission of the Fulton County Public Library to provide programs and materials to our community which promote education, culture, information, and entertainment.*