



COVID-19 Response Plan

Updated October 6, 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 symptom questions will be documented, and the record will be kept as a private medical record.
- Employees will be sent home if they have a fever and/or symptoms of COVID-19.
- Employees are not to report to work and notify a supervisor if they are feeling ill or have symptoms of COVID-19.

Enhanced Cleaning

Library Materials

- Library materials will be quarantined for 72 hours (3 days) 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 develop a sanitizing schedule to ensure that high touch surfaces are sanitized often throughout the 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

- Maintaining six-foot social distancing is required of library employees and patrons.
- Sneeze guards are installed at all public service desks.
- Contactless transactions are available to the public including curbside pick-up and phone reference.
- All library employees will wear masks when in public areas of the library.
 - Masks will be required when delivering items for curbside pickup and when emptying the book drop.
 - If an employee has a private enclosed office, he/she may choose to wear a mask.
- Per Governor Holcomb's Executive Order, patrons must wear a mask while in the library.

Personal Hygiene/Ability to Wash Hands

- All library employees may wear gloves when handling materials.
- All library employees must practice frequent handwashing.
- Hand sanitizer will be available throughout the library for employees and patrons.