



# 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 reshelved 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.