

FOREST PARK PUBLIC LIBRARY

EMERGENCY MANUAL ADDENDUM

Coronavirus Safety Information and Staff Protocols

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OVERVIEW

Sources

While the Library has collected information and recommendations here to share with Library staff on the Covid-19 health crisis, this is a rapidly changing and evolving situation, and this document can by no means be exhaustive. All staff members should complete their own research or consult a physician as needed to obtain guidance or answers to their own situations. If new information and guidelines are provided by our health care officials and government leaders that causes us to change our policies or procedures, we will notify staff immediately and provide proper training.

The Illinois Department of Public Health (IDPH), the Center for Disease Control and Prevention (CDC), the World Health Organization (WHO), and the National Institutes of Health (NIH) were reviewed in the creation of this handbook.

IDPH

<https://www.dph.illinois.gov/covid19>

CDC

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

WHO

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

NIH

<https://www.nih.gov/>

What is a coronavirus?

Coronaviruses are a large family of viruses which may cause illness in animals or humans. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The most recently discovered coronavirus causes coronavirus disease COVID-19. **(from WHO)**

What is Covid-19?

COVID-19 is the infectious disease caused by the most recently discovered coronavirus. This new virus and disease were unknown before the outbreak began in Wuhan, China, in December 2019. COVID-19 is now a pandemic affecting many countries globally. **(from WHO)**

How is the virus spread?

(From WHO) People can catch COVID-19 from others who have the virus. The disease spreads primarily from person to person through small droplets from the nose or mouth, which are expelled when a person with COVID-19 coughs, sneezes, or speaks. These droplets are relatively heavy, do not travel far and quickly sink to the ground. People can catch COVID-19 if they breathe in these droplets from a person infected with the virus. This is why it is important to stay at least 6 feet away from others. These droplets can land on objects and surfaces around the person such as tables, doorknobs and handrails. People can become infected-by touching these objects or surfaces, then touching their eyes, nose or mouth. This is why it is important to wash your hands regularly with soap and water or clean with alcohol-based hand rub.

Signs and Symptoms

(From WHO) The most common symptoms of COVID-19 are fever, dry cough, and tiredness. Other symptoms that are less common and may affect some patients include aches and pains, nasal congestion, headache, conjunctivitis, sore throat, diarrhea, loss of taste or smell or a rash on skin or discoloration of fingers or toes. These symptoms are usually mild and begin gradually. Some people become infected but only have very mild symptoms.

Most people (about 80%) recover from the disease without needing hospital treatment. Around 1 out of every 5 people who gets COVID-19 becomes seriously ill and develops difficulty breathing. People of all ages who experience fever and/or cough associated with difficulty breathing/shortness of breath, chest pain/pressure, or loss of speech or movement should seek medical attention immediately. If possible, it is recommended to call the health care provider or facility first, so the patient can be directed to the right clinic.

(From CDC) People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

Who is at Higher Risk? (From IDPH)

Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more serious complications from COVID-19. Based upon available information to date, the CDC has said those most at risk include:

- People 65 years and older
- People who live in a nursing home or long-term care facility
- People who are pregnant
- People of any age with the following underlying medical conditions, particularly those that are not well controlled:
 - Chronic lung disease or asthma (CDC notes moderate to severe asthma)

- Congestive heart failure or coronary artery disease
- Diabetes
- Neurologic conditions that weaken the ability to cough
- Weakened immune system (CDC notes many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications)
- Chemotherapy radiation for cancer (currently or in recent past)
- Sickle cell anemia
- Chronic kidney diseases requiring dialysis
- Cirrhosis of the liver (CDC notes liver disease in general)
- Lack of spleen or a spleen that doesn't function correctly
- Extreme obesity (body mass index (BMI) great than or equal to 40)

Testing and Temperatures

While Forest Park Public Library is not instituting a temperature-taking or testing regime, we encourage staff to review all available information, and make their own decision on scheduling a test. Taking your temperature before a work shift would also serve as a precautionary measure for you and your co-workers.

Testing has expanded in Illinois and testing locations can be found here:

<https://coronavirus.illinois.gov/s/testing-sites> IDPH says that testing is available for those who

- Have COVID-19 symptoms (cough, shortness of breath and fever) OR
- Have a risk factor, such as
 - Contact with someone confirmed to have COVID-19
 - A compromised immune system or a serious chronic medical condition

Testing is also available for those with or without symptoms who:

- Work in a health care facility
- Work in correctional facilities, such as jails or prisons
- Serve as first responders, such as fire fighters, paramedics, emergency medical technicians,
- Law enforcement officers
- Support critical infrastructure, such as workers in grocery stores, pharmacies, restaurants, gas stations, public utilities, factories, childcare and sanitation

If You Are Sick

Please note that at Forest Park Public Library:

1. CDC and health department posters with signs and symptoms will be posted in the staff clock-in area, staff kitchen, and by the Community Room as a reminder to all staff of the importance of self-monitoring.
2. If you are sick, contact your supervisor or the Director prior to your shift and stay home.

(From CDC)

When to Seek Emergency Medical Attention

Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you. **Call 911 or call ahead to your local emergency facility:** Notify the operator that you are seeking care for someone who has or may have COVID-19.

(From CDC)

If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).

· **Steps the Library Will Take if Staff Member Becomes Ill:**

Affected staff member is required to report a positive test result to the health department (the testing facility will do that as well.) Staff member will receive instructions from the health department regarding isolation, but it is expected that they will be off for at least 14 days.

· Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and state and local health departments.

· Library will immediately close for 3 days for decontamination.

· Library will notify staff who were in close contact with staff member (without disclosing their identity) and inform them to be vigilant and aware of symptoms.

- If these staff have concerns about possible close contact, they may also call their physician and/or the IDPH and get specific instructions on how to proceed.

- Such instructions which will likely qualify staff for emergency sick leave coverage. This and other options may be discussed with the Business Office.

· After three days, staff return to work, with the exception of those who are in isolation or quarantine.

Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow [CDC recommended precautions](#). These staff members will likely qualify for emergency leave or other options which can be discussed with the Business Office.

The Library will not be forcing anyone to quarantine who hasn't been instructed to do so by a physician or other health official.

PPE AND SAFETY RECOMMENDATIONS

(From IDPH)

A: Follow these tips to help prevent COVID-19:

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing or sneezing; going to the bathroom; and before eating or preparing food. If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick with respiratory symptoms.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- If you have not already done so, discuss influenza vaccination with your health care provider to help protect you against seasonal influenza.
- Do not shake hands

Wash Hands

Follow hand washing guidelines above. These videos provide a good overview of all of the parts of one's hands that need to be thoroughly cleaned.

https://www.youtube.com/watch?v=S_Bqdn_W0z8

<https://www.youtube.com/watch?v=3PmVJQUcm4E>

At the Library, there will be soap at all of our sinks as well as in the Restrooms, and hand sanitizer and tissues at our service desks and offices.

Social Distancing

Social Distancing for purposes of the workplace is maintaining at least six-foot social distancing from other individuals. The Library will assist staff members in following these guidelines by marking 6-foot squares around sinks, doorways, and service desks, as well as directional arrows and tape lines every 6 feet on the floor to control traffic patterns and patron lines.

Negotiating the Building

Moving about the building will take some practice. Use caution and patience until you are comfortable. We will have an abundance of signs to assist, and as always, we will rely on each other for assistance and reminders.

- Arrival – Staff who are not the first in the building may use the alley entrance to avoid patrons in line at the front.
- Departure – Staff who are not closing may use the alley exit to avoid patrons lining up at the front.
- Kitchen – The table has been removed and only two employees will be allowed in at a time. Employees should enter via the regular door (the door will be propped) get their food/drink and exit via the Austin Room door (also propped)
- Eating and breaking – Staff breaks and lunch will be moved to the YS Program Room. Tables have been set up with social distancing in mind. Only two per table.
- Bathrooms – Please enter the restrooms cautiously and verify that it is empty or only occupied by one other employee. If there are already two employees present, wait for one to leave, or use another restroom. When patrons are allowed back into the building we will limit the single use restroom to staff only.
- Offices – Staff who work in group office areas will be moved to a study room as a temporary office and those who cannot be accommodated in a study room will only be asked to work in the office with one other person with appropriate space between.

Masks

(From IDPH and Amita Health)

A mask must be worn before you enter the building, and when you leave. Critical areas and times when masks must be worn are when you are in an open area of the Library with other people, when you are in movement throughout the building, entering or exiting a room, interacting with the public, or anytime where maintaining a six-foot social distance is not possible at all times. As a rule of thumb, unless you are alone in an open space, alone in a private office or eating, in the restroom, or in your car, you must wear your mask.

Please note that we do expect staff to be able to use their breaktime or any other time that is needed to find a safe place to remove their mask, breathe deeply, and have some time w/o it against the skin. If you

need additional breaks beyond the allowed 15-minute break, take them in 5- or 10- minute increments. Do what is best for you as long as you notify your co-workers that you'll be away from your task.

(From WHO)

Guidelines for mask wearing:

1. Before touching the mask, clean hands with an alcohol-based hand rub or soap and water
2. Take the mask and inspect it for tears or holes.
3. Orient which side is the top side (where the metal strip is).
4. Ensure the proper side of the mask faces outwards (the colored side).
5. Place the mask to your face. Pinch the metal strip or stiff edge of the mask so it moulds to the shape of your nose.
6. Pull down the mask's bottom so it covers your mouth and your chin.
7. **Do not touch the mask while you are wearing it for protection.**
8. After use, take off the mask with clean hands; remove the elastic loops from behind the ears while keeping the mask away from your face and clothes, to avoid touching potentially contaminated surfaces of the mask.
9. For disposable masks, discard the mask in a closed bin immediately after use. Do not reuse the mask. For cloth masks, put in a breathable container and wash as soon as possible
10. Perform hand hygiene after touching or discarding the mask – Use alcohol-based hand rub/spray or, if visibly soiled, wash your hands with soap and water.

(From CDC)

Guidelines for masks:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

If you wear glasses and are concerned about them fogging, check out this article or feel free to share your own tips with your co-workers.

<https://www.aarp.org/health/conditions-treatments/info-2020/eyewear-face-masks.html>

If you do temporarily take off your mask, make sure that you place it on a clean surface and wipe down the place you may have rested your mask after you put it back on.

Be aware that there is a global shortage of medical masks (both surgical masks and N95 masks). These should be reserved as much as possible for health care workers. (Disposable masks the Library has are not the same masks that are going to first responders).

Please note that the IDPH has exceptions to wearing masks for those who have respiratory or other breathing-related conditions. If we have a staff member who is unable to wear a mask for significant periods of time while on shift, they will be given a task that allows for them to be in an office or enclosed space.

(From Amita Health)

It is recommended that cloth masks be put in the washing machine on a hot wash/hot dry cycle. Amita Health recognized that putting a hot iron to a fabric mask can also be an added measure to kill the virus if the wearer chooses to hand wash and air dry.

- Make sure to inspect your mask for wear and tear. If you feel that it is no longer protective, discard it.
- If you would prefer to leave your fabric mask at the library we will run a load of laundry daily. Please make sure that your mask is properly marked.

Library Supplies: There is one Nano Fabric antimicrobial mask in each staff member's mailbox. Staff will also receive one additional fabric mask if they would like one. We have many boxes of disposable masks. If you need a new mask due to damage, please email Pilar so we can provide cloth masks to those in need first.

Gloves

(From Amita Health)

Gloves are not a substitute for good hand hygiene. They must be used when cleaning or disinfecting, handling contaminated areas, or interacting with the public, but otherwise, are not required.

The Library has a large supply of gloves if you choose to wear them. If you do, do inspect gloves for tears and throw away as needed. Also, do not use hand sanitizer to clean gloves, which can degrade them. Please review the posted signs throughout the library building for proper glove use.

ON-SITE CONSIDERATIONS

These items are in addition to the many considerations listed under Social Distancing, Cleaning, and more.

Since many of us will not be together on-site, there will be a need to continue department meetings and one-on-one conversations online or by phone for the foreseeable future. We'll do our best to accommodate schedules for such meetings. Each supervisor will work with you to determine what is best for your department.

Time Clock

We will be paying hourly employees based on hours worked. Please remember to clock in and out as usual. If you forget, or make a mistake, let your manager or Deb know via email ASAP. Hourly employees who continue to have work from home hours will report their hours to their manager.

Please only touch your time card, you may elect to store it in your mailbox to limit exposure.

Your Workspace

In order to facilitate social distancing and prevent overcrowding of office space, many staff will be assigned an alternative workspace. When you arrive at work, please consider placing your things at your assigned space. Immediately clean your table top, keyboard, mouse, phone, arms of fabric chairs. If you don't have a private assigned work space you are invited to put your personal belongings on top of one of the chairs or tables in the main library, each employee should use a different table for their personal belongings and these items should not be touched by anyone who doesn't own them. The table should be wiped down at the end of your shift when you collect your belongings.

During the Vestibule Pick-up Service you may be assigned a variety of jobs that may have you moving around the building or at a specific desk. These jobs may be retrieving books and filling holds, answering phones, shelving materials, or delivering materials to patrons.

Kitchen and Water

If you choose to use the staff kitchen, please do not use the plates, glasses, or silverware. At this time, we do not want to have dirty dishes. There will be disposable items on the counter, but we also encourage you to bring your own items back and forth from home. As noted in the cleaning procedures, staff must clean the area where they were eating lunch, products will be provided.

Water fountains in use for filling water bottles only, please bring a bottle from home.

We will not be brewing coffee in the kitchen to reduce the pot as a high-touch surface. Please bring a travel mug from home with coffee. I will stock the kitchen fridge with other single-use beverages for staff to enjoy.

CLEANING GUIDELINES

Cleaning Service

Our regular cleaning service will resume working as usual, seven days per week beginning on May 31st. They will concentrate on restrooms, door handles, railings, elevator and automatic door buttons, water fountains and removing garbage and vacuuming. When staff arrive each morning, these areas would have been cleaned during the night.

Doors

All interior doors that can be safely propped will be in order to limit touching and recleaning handles all day. Rafal is exploring using the 3D printer to create elbow openers for doors that must remain closed (restrooms, fire exits).

Areas Not In Use

Please do not go into spaces that you do not need to use. We want to limit exposure and the need for cleaning areas that have not been active.

Areas to Clean After Each Use

- If you are using the computers at the service desks to place holds, make calls or otherwise follow through with retrieving patron holds, you must wipe down what you used before leaving the area. Cleaning products and rags will be available in each location.
- Shared sinks – handles and basin
- Lunch room table, chair you sat in. Microwave, toaster oven if you used them.
- Copier control panel
- Book carts
- While we are trying to keep all doors propped open, if you are working in an office and want to keep the door closed, you must wipe the door handles down and prop the door open at the end of the day.
- If you are doing a task for part of the day and someone else is relieving you, you must clean that area before your co-worker takes over.

Staff Cleaning Procedures Protocols:

Daily Protocols

The morning manager will be responsible for running a load of laundry each morning. We'd like to avoid running laundry in the evening in order to not be forced to leave the machines running in an empty building.

The last half hour of each work day will be a shared cleaning time to ensure that table tops, counters, and work areas are clean, needed supplies are at hand, and any high traffic areas are clean. Staff will be provided the necessary cleaning supplies and will work together to decrease exposure to COVID-19.