



CROWN POINT COMMUNITY LIBRARY
Crown Point • Winfield
www.crownpointlibrary.org

REOPENING SAFEGUARDS

EMPLOYEE HEALTH SCREENING PROCESS

- Library staff are required to take their own temperature at home before reporting to work
- Library staff experiencing possible symptoms of COVID-19 or with a temperature above 100.4 will not be permitted to work
- All staff will notify Director if they have any CDC recognized symptoms of COVID-19 or receive a positive test for COVID-19
- The Library encourages all staff experiencing any type of illness to remain at home

ENHANCED CLEANING

Frequently Used Surfaces

- All frequently touched surfaces will be disinfected multiple times throughout the day

Library Materials

- Currently, the CDC and IMLS (Institute of Museum and Library Services) have stated that there is a low rate of risk of COVID-19 transmission with library materials.
- Library materials will be quarantined for 72 hours when returned by the public
- Sanitizing library materials with liquid disinfectants can damage them and is not recommended.

COMPLIANCE WITH SOCIAL DISTANCING

- Library staff are required to wear masks
- Library visitors are encouraged to wear masks
- 6 foot social distance will be observed
- No contact curbside services will be provided
- Sneeze guards placed at public desks
- Limited and spaced seating to ensure social distancing
- Elevator is for single occupancy use only (except for family groups)

PERSONAL HYGIENE

- Library staff are required to wear masks in the library unless they are in their own private offices
- Library staff may wear gloves when handling materials
- Library staff are required to practice frequent handwashing using posted CDC protocol
- Library staff and visitors should use respiratory etiquette
- Hand sanitizer and tissues will be made available for library staff and public use