



# Hartford City Public Library

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## PANDEMIC SAFEGUARDS PLAN

As required per Governor Holcomb's Executive Order 20-26

### **PURPOSE**

This plan outlines how the Hartford City Public Library has implemented measures and instituted safeguards to ensure a safe environment for their employees and patrons during our recovery from a pandemic.

### **EMPLOYEE SELF-HEALTH SCREENING**

Employees must conduct a self-assessment each day before reporting to work in order to check if they have any COVID-19 type symptoms (fever, cough, shortness of breath). If an employee is presenting any of these symptoms they **MUST NOT** report to work, but call or text the library director to discuss protocol for returning to work.

If an employee begins to show signs of COVID-19 type symptoms, that employee should remove themselves from the work environment and inform the library director. Employees are encouraged to use cough and sneeze etiquette while in the building, including using the provided cloth masks.

### **PATRON SELF-HEALTH SCREENING**

Patrons are requested to conduct a self-assessment before entering the library building in order to check if they have any COVID-19 type symptoms (fever, cough, shortness of breath). If a patron is presenting any of these symptoms, patrons **SHOULD NOT** enter the building. Patrons are encouraged to use cough and sneeze etiquette while in the building. Ignoring etiquette or showing signs of COVID-19 type symptoms may result in patrons being asked to leave.

### **CLEANING & DISINFECTING PROTOCOLS**

Each department has been provided with disinfectant spray and has access to other cleaning supplies. Disinfect all high contact surfaces in your work area (printers, desks, phones, counters, door handles, coffee pots, and hand rails) as is reasonable based on use.

Returned library materials and items shipped by InfoExpress from other libraries are to be quarantined for 72 hours before checkin. Once checked in, items will be wiped down with rubbing alcohol before being returned to the shelves or passed on to another patron.

### **HAND WASH & SANITIZE**

Departments and circulation desks have been provided with hand sanitizer. Sanitize hands after each contact with the public or a suspected contaminated surface (ie handling books in the drop boxes). Wash hands with soap and water for at least twenty seconds as often as possible.

### **SOCIAL DISTANCING**

Work spaces have been evaluated to create as much social distancing as possible. If you have suggestions to improve the spacing or separation, please contact the library director. In some departments, desks have been moved and/or barriers installed in an attempt to shield or separate employees from direct contact with the public. Reduce sharing of non-paper-based work materials to greatest extent possible.

Reduced-contact & contactless services will be conducted with the public, including holds pickup, curbside pickup, online and telephone reference, and remote printing from devices.

### **SAFETY & HEALTH STANDARDS**

All employers must comply with safety and health standards established and enforced by IOSHA. Employers are subject to specific standards to prevent the exposure or spread of a disease. Additionally, the General Duty Clause of OSHA requires employers to provide their employees with a workplace free from recognized hazards like to cause death or serious physical harm. Every attempt has been made to follow the OSHA, Health Department, and CDC guides, and this requires that all library employees conform to the same guides.

Signs have been posted on the exterior doors of the library to inform the public of our new operating guidelines.