Crawfordsville District Public Library

COVID-19 Safety Measures Plan (Revised November, 2020)

In an effort to ensure a safe environment for employees and patrons, the following measures are being put in place to minimize the spread of the COVID-19 virus when the library and museum buildings are open to the public.

Employee Health Screening: All employees are required to perform a self-assessment before leaving for work each scheduled workday, and then again before they enter the building. They must notify their supervisor, the Assistant Director, or the Director if they have a fever of 100 degrees or more or other CDC-recognized symptoms of COVID-19. The employee will be asked to stay at home, or to go home if at work, and call in for further guidance. The Director will follow CDC recommendations or local healthcare provider guidance for when to allow the employee to return to work. The employee will work remotely from home when possible and/or use appropriate leaves.

Cleaning/Disinfecting Protocols:

- **Facilities:** Surfaces and carpets were thoroughly cleaned while the buildings were closed to the public. HEPA filters for the HVAC system have been upgraded. Cleaning staff and library staff continue to clean high-touch surfaces multiple times a day. Keyboard and mouse covers will be used on shared computers. Appropriate cleaning solutions will be used to sanitize computers and other equipment as necessary. Wipes are available at public service desks for use as well.
- **Collection materials:** Returned materials are quarantined for 72 hours before being placed back on the shelves or used to fill holds. Some materials may be wiped down with cleaning solutions as necessary. Children's play materials will be unavailable or limited.

Hand-washing/Sanitizing Availability: CDPL patrons and staff will have access to multiple restrooms with hand-washing procedure guidelines posted at the sinks. Hand sanitizer also will be made available at key locations throughout the facilities.

Social Distancing/Protective Measures:

- **Protective equipment:** CDPL staff will wear masks when in the vicinity of other staff and at all times in public areas through the mask mandate and/or the public health emergency. Gloves or other protective clothing/items may be worn by staff performing certain tasks. Additionally, mask mandate guidelines will be enforced in the buildings for patrons over the age of two. Single-use masks will be available for patron use.
- **Social distancing:** Social (or physical) distancing of 6 feet or more will be maintained when possible. Barriers will be placed at the circulation desk and other service desks/areas to ensure social distancing and provide enhanced protection. Seating will be limited, including for public computers, and spaced at least 6 feet from other seating. Meetings, gatherings, events and programs, when allowed, will require the ability for participants to maintain physical distancing. Contactless filling of holds and document delivery services will continue to be offered. Separate hours for library users in populations more vulnerable to the virus may be instituted.

Library Services Levels: Until the end of the public health emergency or the Indiana COVID-19 data map at https://www.coronavirus.in.gov is no longer available, CDPL will link its level of library services to the COVID-19 levels for Montgomery County displayed under the County Metrics version of the data map.

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Montgomery County Status Level	Library Services Levels*
Red	Online and telephone services; possible limited curbside services; no in-person browsing; no, or very limited, computer use
Orange	Limited open hours or curbside services; limited in-person browsing and computer use; grab-and-go kits
Yellow	Limited open hours; limited use of meeting spaces; limited in-person browsing and computer use; grab-and-go kits
Blue	Limited open hours; limited use of meeting spaces; in-person browsing; limited computer use; in-house programs

*Levels are based on the Indiana COVID-19 Data Map (coronavirus.in.gov), which is updated each Wednesday. Library Services Levels will change weekly on the Thursday after the Montgomery County status changes.

Effective December 10, 2020, until rescinded by the CDPL Board of Trustees