



GPL COVID-19 Safety Measures Plan

In an effort to ensure a safe environment for employees and patrons, the following actions are being taken to minimize the chance of spreading the COVID-19 virus.

Employee Health Screening:

All employees are required to notify the Director and/or their Manager if they have a fever of 100 degrees or more or other CDC recognized symptoms of COVID-19. Staff will not report to work or will be expected to go home if they are feeling unwell, have any of the symptoms, caring for someone sick with COVID-19 or suspected of being exposed to Covid-19

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

Frequently used surfaces: Staff will clean high-touch surfaces multiple times a day. Computer station keyboards/mice shall be sanitized between different users.

Maintenance/custodial staff are routinely (daily) disinfecting common and high-touch areas with electrostatic disinfecting spray

Materials: Returned materials are quarantined for 24 hours then cleaned and sanitized before being placed back in circulation.

Children's play materials will be unavailable or limited.

Hand-washing/Sanitizing Availability

GPL staff and patrons will have access to a restroom with hand-washing procedure guidelines posted at the sinks. Hand sanitizer will also be made available at key locations throughout the libraries.

Social Distancing/Protective Measures:

Our staff will be required to wear a mask to protect their coworkers and our patrons until at least Stage 4 of the Indiana Back on Track Plan. **Patrons are not required to wear a mask when entering the library unless mandated by the state.** Social distancing of 6 feet or more will be maintained when possible.

Meetings, gatherings, events and programs, when allowed, will require the ability of social distancing to be maintained. Contactless curbside services will also be offered.

Patrons are asked to please not enter the libraries if they are feeling unwell, have any of the COVID-19 symptoms, are caring for someone sick with COVID-19 or suspected of being exposed to COVID-19.