

# Infectious Disease Protocol

The following actions may be implemented during times of public health concern, depending on the specific circumstances:

We will remove toys/puppets from shelves and store them in the basement. They will be cleaned before returning to the shelves at the end of the event.

We will increase surface cleaning with bacteria/virus killing agents like bleach, pine sol, etc.

We will make available to the public and staff hand sanitizer and bleach wipes for wiping down library surfaces, keyboards, game controllers, etc.

We will post signage reminding the staff and public of how to prevent or slow the spread of disease.

We will make available through the listserv, signage, webpage, and facebook links to qualified sources of health information including CDC, WHO, NYS Department of Health, and Chenango County Public Health.

We reserve the right to cancel public events including non-library events held in our venue.

We will encourage non-essential staff to stay home. If the library is open and the staff choose not to be at work, they will need to use their paid leave or take time off without pay.

We will implement availability of free books and/or audiovisual materials for individuals who are in need of library materials but cannot or should not go out in public. These will not be accessioned library materials but will be taken from book sale donations. We will attempt to disinfect these materials before offering them to the public. We will not guarantee them to be safe, since they will be accessible to the public after we make them available. We will also publicize how to access remote/online sources of information and entertainment.

If the library is closed, we will implement thorough cleaning protocol by staff wearing appropriate protective gear.

If the library is closed we will implement daily check-in of library materials returned in drops and the creation of more free library materials, implemented by staff wearing appropriate protective gear. In particularly severe situations we reserve the right to close the library book drops until the library reopens.

We will suspend accepting book donations since there will be no place for the public to put them and no staff to move them.

We may implement the wipe-down of returned library materials by staff wearing appropriate protective gear and using bacteria/virus killing substances like bleach wipes.

We will provide 24-hour/day, 7-day/week Wifi outside the building so that people with their own devices can access information through the Internet.

We will suspend all library fines for the duration of the situation of health concern to encourage people to stay home if sick even if library materials are due.

Closing of the library will be at the discretion of the library director, taking under advisement whether the Norwich City School District closes, or upon recommendation from Chenango County Public Health, New York State Department of Health, or the Centers for Disease Control. Once the decision is made to close, it will be implemented immediately. Staff will be paid for the hours they were scheduled to work as they are when the library is closed for a weather emergency. The decision to reopen will be made by the library's Director in consultation with the appropriate sources.

We will encourage public and staff to contact the library whether they test positive with the disease or have had contact with someone who has. We will encourage the public and staff to self-quarantine.

**Revision approved by Board:**

**Notes:**

# Public Health Recommendations

## Keep Yourself and Your Community Healthy!

- Cover your mouth with a tissue or your upper sleeve when coughing or sneezing.
- Discard used tissues immediately.
- Wash your hands often for at least 20 seconds with soap and water, or use hand sanitizer that is 60–90% alcohol-based.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Practice social distancing. Try to keep an optimal six-foot distance from other people.
- Avoid physical contact with others - avoid handshakes, hugs, kisses, etc.
- Stay home if you are not feeling well.

# Infectious Disease Information

- World Health Organization: [www.who.int](http://www.who.int)
- Centers for Disease Control & Prevention: [www.cdc.gov](http://www.cdc.gov)
- NYS Department of Health: [www.health.ny.gov](http://www.health.ny.gov)
- Chenango County Public Health: [www.co.chenango.ny.us/public-health](http://www.co.chenango.ny.us/public-health)