

Marion Public Library COVID-19 Safety Measures Plan

In the 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 should take their temperatures daily either before coming to work or at work (when new thermometer is available). Employees are required to notify the Director or the Business Office if they have a fever of 100.4 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.

Enhanced Cleaning/Disinfecting Protocols:

Library materials: Library materials will be quarantined for up to 72 hours when returned by patrons or placed in the dropbox. The museum will also quarantine letters, photos, and documents for 72 hours. Materials returned on Info Express will be quarantined for 48 hours. After the quarantine period, materials will be cleaned before being returned to the shelves or held for another patron.

Facility cleaning: During the quarantine period, deep cleaning was performed throughout the library and museum. Staff will continue to clean high-touch surfaces throughout the day. Children's play materials will be unavailable or limited during this time.

Handwashing/Sanitizing Availability: Marion Public Library staff will have access to restrooms. All library employees are required to wear masks when in public or common areas of the library. All library employees will have access to gloves when handling certain materials. All library employees are required to practice frequent handwashing.

Social Distancing/Protective Measures: Marion Public Library staff will always maintain a 6 ft. distance. Barriers will be placed at public desks for the safety of both Staff and Patrons to ensure social distancing and enhanced protection. Seating will be limited and spaced at least 6 feet from other seating. Meetings, gatherings, events, and programs, when allowed, will require the ability of social distancing to be maintained. Curbside services will be offered without direct contact with patrons. Other contactless services at this time will be online and phone reference.