



# **SAFER WORKING GUIDE**

**REINTRODUCING SERVICES AND REOPENING BUILDINGS  
AFTER COVID-19 CLOSURES**

Last updated: June 9, 2020

## A NOTE TO ALL READERS

*The information contained in this Safer Working Guide represents current practices regarding the recommended operation of the library during this time of the unprecedented COVID-19 pandemic. The health and safety of all people who enter our buildings is our primary priority.*

*This Guide aligns with the Centers for Disease Control (CDC), state and local health departments, and the World Health Organization (WHO) recommendations to the greatest extent possible. This is a working document and will be updated to reflect changes in directives and introduce new recommended practices as they become available.*

*This Safer Working Guide provides general recommendations for use by all library staff members. Because there may be circumstances unique to a particular building or service area, there may be some cases in which adaptations might be indicated. Such exceptions must be authorized by the library's Leadership Team.*

## FROM OUR DIRECTOR

The mission of Oak Park Public Library is to share the information, services, and opportunities that fulfill Oak Park's aspirations. As an organization, we have done great work through virtual and digital services and programs to fulfill that mission while our buildings have been closed. How do we begin carefully and safely to reopen our buildings and reintroduce and resume other services to the community?

This *Safer Working Guide* is a tool to help us carefully navigate a quickly changing environment and more completely achieve our mission. It is the result of weeks of research, discussion, and documentation. The members of the Leadership and Management Teams and other staff have collaborated to develop a guide that defines protocols and helpful practices for how our library can manage the risks of COVID-19 for our staff and our community. The guide covers a wide range of topics, including:

- **Disinfecting procedures**
- **Physical distancing strategies**
- **Daily health screenings**
- **Protocols for isolating and assisting staff members who become ill at work**

As thorough as this document is, we know it is a snapshot of our knowledge about COVID-19 at any given moment and will be updated as our knowledge and experience grow.

This *Safer Working Guide* and our [COVID-19 Response Plan](#) are companion documents and should be read and reviewed together for a complete understanding of our environment and how we intend to respond to that environment's challenges. And as I have said from the beginning of this time of emergency, your health, your safety, and your well-being are our first and most important considerations and the principal determining factors about when and how we move forward.

Thank you for all you have done and continue to do.

Be well,



David J. Seleb  
Executive Director, Oak Park Public Public Library

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This guide will be continuously updated based on evolving public health recommendations. For staff access, please visit [staff.oppl.org](http://staff.oppl.org). For public access,, please visit [oppl.org/faqs](http://oppl.org/faqs) »

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## LEADERSHIP TEAM TASKS/ROLES

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Task/topic	Who to ask	Key points	Where to find more
Entering and exiting the Main Library from June 1 until Service Level 2	Billy	Main Library parking garage is closed during SL1; staff should use street parking or use a parking pass for The Avenue Parking Garage (if needed, contact Barb Yena to request a pass). If you need an accessible parking space during SL1, contact Billy Treece. Enter and exit through the doorway located in the alley on the west side of the building.	Human Resources Page 26
Returning to work	Billy	<p>Review and acknowledge receipt of this Safer Working Guide to your manager. Complete one-time KnowBe4 safety training modules before entering any library building or offering an in-person library service in the community.</p> <p>Note: All staff members who can continue to work from home should continue to do so. Staff members who are at higher risk for severe illness are encouraged to stay home and not report to in-library work until at least Service Level 3. E-work may be an option, if available.</p>	Human Resources Pages 20-23
Health screenings	Billy	All staff members, vendors, and contractors are required to complete an electronic health screening form daily before entering any library building or offering any in-person service to the community. This form and protocol are in place to prevent sick or symptomatic staff members from leaving their homes and decrease the likelihood of spreading infection.	Human Resources Page 19
Personal Protective Equipment	Jeremy	PPE and sanitizing supplies are available. See your director, Barb or Rita to acquire needed supplies.	Operations Page 8

Cleaning schedules & roles	Jeremy	Building disinfecting will occur prior to June 1. Three levels of daily cleaning: Corvus, Facilities, all staff.	Operations Page 9
Safety staff schedules	Rob	Public Safety staff can be reached at (708) 712-5896 or (708) 712-6103 during hours of operation. Will be present at Service Level 1.	Public Safety
Public service and programs available, by level	Lori and Elizabeth	Service desk assistance begins at Level 2. Reopening branches and smaller group meetings and programs and study room use by appointment begins in Level 3. Full service is restored in Level 4 including larger group meetings, programs, storytimes, and outreach to preschools.	Core Services Pages 16-18
Materials pickup by reservation	Lori and Elizabeth	Materials pickup service will start at the Main Library, Tuesday June 16 and will operate from 10-6 pm Monday-Saturday	Core Services Pages 16-18
Materials Returns	Elizabeth and Lori	Coordinated materials returns will start on July 1 (Level 1). The Main Library may start accepting some materials returns in Level 2. The Maze Branch will serve as the primary quarantine location for returned materials. Main Library will have additional designated spaces for quarantining returned materials as needed.	Core Services Page 15
Public computer, printer access	Elizabeth and Lori	Small print jobs for pickup by appointment may be available in Level 1. Computer access may be offered by appointment or will be limited to express stations in Level 2. More computers accessible at socially distant intervals will be available in Level 3.	Core Services Page 9
Public signage, oppl.org, social media	Jodi	Sample signage PDFs to be posted at <a href="http://staff.oppl.org/communications">staff.oppl.org/communications</a>	Communications Page 26

# PREVENTATIVE MATERIAL INVENTORY

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## Disinfectant Supplies

- Confirm an adequate supply of soap, disinfectant spray, hand sanitizer, paper towels and tissue.
- \*Keep a minimum quantity of 30-day supply of disinfectant supplies (assuming it is available).
- If a critical supply cannot be replenished or a substitute found, the Leadership Team will evaluate whether we can safely operate.

## PPE

- Confirm stock of face masks and gloves onsite and on order with proper lead time.
- \*Keep a minimum quantity of 30-day supply of PPE (assuming it is available).
- Any staff member is required to wear gloves and a mask when disinfecting or handling materials returns and deliveries.

#	Item	Spec	Recommended Quantity
1	<b>Mask (disposable)</b>	Disposable masks (1/day) – for customer use	*30-day supply
2	<b>Mask (washable)</b>	Washable masks	3 per staff member
3	<b>Gloves</b>	Nitrile and vinyl	*30-day supply
4	<b>Face shields</b>	Protective face shields	5 for staff requesting who have close contact without a barrier
5	<b>Infrared thermometer</b>	Medical infrared thermometer/ Measures ranges 86°F to 109°C meets ASTM E965-1998 (2003)	5 at Main Library
6	<b>Disinfectant spray/ wipes</b>	EPA-approved disinfectant	*30-day supply
7	<b>Spray bottles</b>	1-liter plastic spray containers	*5 bottles
8	<b>Hand sanitizer (refills)</b>	Sanitizer with Alcohol 60%/local brand	*30-day supply
9	<b>Hand soap</b>	Hand soap / Local brand	*30-day supply
10	<b>Paper towels</b>	Paper towels	*30-day supply
11	<b>Sneeze guards</b>	Plexiglass shield	1 per service point

## WORKFORCE RISK ASSESSMENT

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During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19. The Leadership Team will check Occupational Safety and Health Administration (OSHA) and Center for Disease Control (CDC) websites regularly for updates about recommended PPE.

### OSHA Definitions of risk categories:

**Very High Exposure Risk** Very high exposure risk jobs are those with a high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem or laboratory procedures. Workers include: healthcare and morgue workers performing aerosol-generating procedures on or collecting/handling specimens from potentially infectious patients or bodies of people known to have, or suspected of having, COVID-19 at the time of death.

**High Exposure Risk** high exposure risk jobs are those with a high potential for exposure to known or suspected sources of COVID-19. Workers in this category include: healthcare delivery, healthcare support, medical transport and mortuary workers exposed to known or suspected COVID-19 patients or bodies of people known to have, or suspected of having, COVID-19 at the time of death.

**Medium Exposure Risk** Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).

**Low Exposure Risk** (Caution) Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

**HR has assessed the library workforce into two risk categories** including Low Exposure Risk (not required within 6 feet of others to perform job duties) and Medium Exposure Risk (required to come within 6 feet of others to perform job duties) based on OSHA definitions. This assessment is current as of May 28, 2020 and will be reviewed and updated as circumstances change.

To view additional details regarding OSHA definitions of exposure risk and PPE requirements: <https://www.osha.gov/Publications/OSHA3990.pdf>.

# PERSONAL PROTECTIVE EQUIPMENT (PPE)

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## About:

Our top priorities to mitigate the spread of COVID-19 include:

1. Personal hygiene
2. Physical distancing
3. Frequent disinfecting of common surfaces
4. Personal protective equipment (PPE)

The Leadership Team is responsible for ensuring there are adequate supplies as required.



## Masks

- Face masks are required for all library staff members unless you are working 6 ft apart or more from other coworkers. If you have a medical condition or other concern when wearing a mask that causes a hardship, contact HR to discuss.
- Customers and other visitors / contractors will be required to wear masks.
- LT will continue to monitor mask recommendations and advise of any updates.



## Gloves

Based on CDC findings, the library will only require staff to wear gloves when receiving materials and/or disinfecting Library spaces or if they have an open cut.

*Note: Gloves put staff members at higher risk of exposure and are not recommended for general protective use for the following reasons:*

- The COVID-19 virus does not harm your hands, so gloves provide no protection. Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection.
- Gloves often create a false sense of security for the individuals wearing them. People are more likely to touch contaminated surfaces because they feel they are protected from the virus because of the gloves. However, they are not more protected.
- When wearing gloves, people are less inclined to wash their hands. This is counterproductive and puts others at higher risk. We want people to wash their hands because it is the number one defense against any virus.
- Proper removal of gloves takes training. If contaminated gloves are not removed properly, our staff members are exposed to greater risk.



## DISINFECTANT MEASURES



### General Disinfectant Measures:

- The measures listed on the chart below should be implemented to reduce risk and spread of infection.
- The disinfection steps outlined below should be taken routinely, based on frequency mentioned to disinfect workplace surfaces, chairs, tables, etc. and protect staff members, customers and visitors.
- Along with these workplace disinfectant activities, proper personal sanitary practices including frequent hand washing are also necessary.
- We all share responsibilities in maintaining a safe and healthy work environment.
  - **ALL STAFF:** are responsible for completing routine workplace cleaning and disinfecting, e.g. their own work-spaces, cleaning up after themselves, and disinfecting frequently used surfaces.
  - **FACILITIES STAFF:** will perform periodic cleaning and disinfecting of restrooms, high-touch surfaces, and the library vehicle, as well as cleanups as needed.
  - **JANITORIAL SERVICES:** will perform nightly cleaning of the building, porter service to clean restrooms daily, and disinfect the buildings as needed.
- Proper dwell time (contact time) for cleaning products is required to properly disinfect a surface. This varies from product to product, please read the instructions of the product for proper dwell time.

### Routine Disinfectant Measures

Area/Place	Disinfectant Surface	Disinfectant	Disinfectant Measures	Recommended Frequency	Who
Common customer surfaces	Including table tops, small study spaces, computer surfaces	EPA-approved disinfectant	Follow manufacturer directions on product label	Between each use	All staff
Offices, desk, and conference rooms	Table and chair surface	EPA-approved disinfectant	Follow manufacturer directions on product label	At the end of each meeting and end of day	All staff
General objects often used or touched	Door handles, light switches and phones	EPA-approved disinfectant	Follow manufacturer directions on product label	At least four times per day	All staff
Computer Classroom equipment	Computer Classroom spaces and equipment	EPA-approved disinfectant	Follow manufacturer directions on product label	Between each use	All staff
Play spaces/toys			Follow these <a href="#">guidelines</a>		Children's Services staff

#	Area/Place	Disinfectant Surface	Disinfectant	Disinfectant Measures	Recommended Frequency	Who
6	Returned materials	All materials that are checked out by a customer (internally and externally)	n/a	Quarantine for 7-day period	After every returned item	All staff
8	Restrooms	All surfaces, mirrors, countertops, floors	EPA-approved disinfectant	Follow manufacturer directions on product label	At least four times per day and additional as needed	Custodial staff / Facilities staff
9	Library vehicles	Common surfaces (e.g. seat surfaces, rails, belts, doors and window controls)	EPA-approved disinfectant	Follow manufacturer directions on product label	Before and after each use	Facilities staff
10	All floors	All floors at site	EPA-approved disinfectant	Mop	Periodic, where frequently touched; mop hard surfaces routinely	Custodial staff

## ADVANCED DISINFECTION PROTOCOL

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### About

Based on consultation with the Oak Park Public Health Department, the Routine Disinfection Measures (page 11) should be followed regularly whereas the Advanced Disinfection Protocol is triggered when an active staff member has tested positive for COVID-19 and HR notifies the Facilities and Operations Department of a positive case.

### Advanced Disinfection Protocol: Due to a positive COVID-19 case

COVID-19 advanced disinfection is triggered when an active staff member has tested positive for COVID-19.

A thorough cleaning of the workspace used by the infected individual will be conducted after the area has been closed off for at least 24 hours following the CDC cleaning and disinfection recommendations.

If multiple staff members in the library are confirmed to have a COVID-19 positive test, the library may close for a period of at least 72 hours to allow for natural deactivation of the virus followed by a comprehensive disinfection of the building by facilities and janitorial staff.

### Additional considerations

1. If library staff is unable to keep up with the demands/need for disinfecting the library for any reason, the Director of Operations will contact one of the following COVID-19 approved companies to perform this work:

Corvus Janitorial Services	312-639-4259
Cintas Corp	708-924-8150

Each of these companies meets the following requirements:

- Trained personnel to execute the process of advanced disinfection.
- Proper equipment and PPE to perform the task.
- All necessary procedures and local authorizations or permit to perform disinfection services.
- Use of approved COVID-19 disinfectant chemicals to perform this activity.

2. Facilities and Operations must coordinate and supervise the disinfection process. They must ensure that:
  - There is a specific plan and strategy to disinfect Library facilities and materials.
  - Only authorized people can access the site during the cleaning operation.
  - All third party team members are using any required PPE.
  - Assure that staff members are made aware that the work areas have been disinfected.
3. Personal Protective Equipment (PPE) requirements for the advanced disinfection team:
  - The use of PPE for Library staff should follow the requirements outlined in this guide on page 10 of this guide.
  - The use of PPE is to be determined by the contractor based on the chemicals used to conduct the disinfection process including proper wearing of PPE.

## DISINFECTION CHECKLIST

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As stated, frequent disinfection of surfaces is critical to mitigating the risk of COVID-19. Identifying the areas to clean, the proper disinfectant and technique, and frequency is vital.

High-touch surfaces include: tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

[Learn more from the CDC website »](#)

## VEHICLE CHECKLIST

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**Vehicles** need the same level of disinfectant care as our other spaces. All surfaces including door handles, steering wheel, dashboard controls, seat belts, seats and armrests are to be disinfected before and after each shift. The Facilities Manager is responsible for ensuring this work is completed for library vehicles and each individual employee driver is responsible for this work when using a personal vehicle for library-related deliveries.

- **Wipe down (disinfect) high-touch areas of your vehicle** before and after each delivery, including door handles, steering wheel, dashboard controls, seat belts, seats and armrests. Disinfect these surfaces again as needed throughout each delivery shift.
- **Ensure your vehicle is equipped with a small kit of necessary disinfectant and other PPE supplies** (extra gloves, a spare mask, small trash bag, hand sanitizer and disinfectant wipes), in case staff need to sanitize or change them for a fresh pair mid-route. Replenish kit supplies after each delivery shift.
- **Wash your hands** with soap and water before and after driving and handling delivery materials. Use hand sanitizer when necessary throughout your delivery route.
- **Wear your mask** while handling materials both inside the library and while delivering/retrieving materials in the community. Practice good mask hygiene -- do not touch the front of the mask, only the straps/ties.
- **Practice physical distancing** while delivering materials out in the community. Do not encourage social interactions by ringing doorbells or knocking on doors to signal your arrival. If necessary/when possible, call the resident on your phone to let them know their materials are waiting for them outside.
- **Use hand sanitizer** if using a building buzzer/intercom is necessary to drop off bags of library materials.
- **Wear gloves** if you are collecting returns from a resident. Do not accept returns if they are not in a bag. Safely remove gloves after placing the bag of returned items in a cardboard box designated for returns in your vehicle. Dispose of the gloves in a designated trash bag.
- **Wear gloves** while removing the box of returned materials from your vehicle. Safely remove and dispose of your gloves after labeling and depositing the box in the designated quarantine area of the library.

## INCOMING MATERIALS, SUPPLIES, DELIVERY AND MAIL PROTOCOL

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The World Health Organization advises it is safe to receive packages from areas where COVID-19 has been reported, advising that,

***“The likelihood of an infected person contaminating commercial goods is low, and the risk of catching the virus that causes COVID-19 from a package that has been moved, traveled, and exposed to different conditions and temperature is also low.”***

The virus does not survive on surfaces for long and the length of shipment time and other environmental factors should deactivate the virus.

### Materials Returns

- Returned library materials will be quarantined for 7 days, which exceeds current Centers for Disease Control recommendations.
- All returns will be placed in designated locations not accessible to the public.
- Staff will wear PPE (including gloves and masks) to move the materials to the designated quarantine location with a dated slip.
- Cardboard boxes and paper bags will be used for just returned materials.
- Carts and bins used for just returned materials should be disinfected each time emptied.
- When finished handling returned materials, gloves should be discarded. Staff should wash hands with soap and water.

### Supplies and other shipped materials

- The World Health Organization advises it is safe to receive packages from places where COVID-19 has been reported.
- The virus does not survive for long on surfaces and the length of shipment time and other environmental factors should deactivate the virus.
- No quarantine of packages recommended upon receipt.
- Staff opening shipped materials should wear gloves and a mask. Discard gloves after completing tasks and wash hands with soap and water.

### Deliveries between locations

- Staff packing and unpacking delivery should wear gloves and masks.
- Materials received between Library locations do not need to be quarantined.
- Dispose of gloves and wash hands with soap and water when the task is complete.
- In the event of COVID-19 detection at an agency, information about handling deliveries will be provided.

### Daily Mail

- Designate a bin for mail received. Quarantine for 24 hours in the designated area.
- Wear gloves and a mask when handling daily mail. Dispose of gloves and wash hands with soap and water when the task is complete.

## PHYSICAL DISTANCING AND HYGIENE PROTOCOL

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Physical distancing is a simple yet very effective mechanism to minimize the spread of the disease among the staff. **It relies on staying at least six feet away from others to avoid infection.**

### **During the workday, staff members are expected to:**

- Avoid meeting people face to face. Staff are encouraged to use the telephone, online conferencing, email, or instant messaging to conduct business as much as possible, even when participants are in the same building. Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least six feet from each other; no shaking hands.
- Eliminate unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions unless a virtual option is available.
- Do not congregate in work rooms, staff rooms or other areas where people socialize. Keep six feet apart and wear a face mask if unable to maintain six feet of space between you and another person.
- Take breaks and eat lunch away from others. Consider going outside. Avoid common areas and adhere to posted staff room occupancy limits and restrictions.
- Encourage staff members to request information and materials via phone and email in order to minimize person-to-person contact. Have the materials and information ready for fast pick-up or delivery.

### **For outside of workday activities, staff members are encouraged to the extent possible to:**

- Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation. Use flexible schedules and e-work options as possible.

### **In addition to practicing physical distancing, staff members are expected to follow these hygiene best practices to stop the spread of germs at work.**

- **Clean your hands often**, especially after performing tasks. Wash your hands with soap and water, vigorously rubbing together front and back for at least 20 seconds (Need a timer? Hum the "Happy Birthday" song from beginning to end twice). Or use alcohol-based hand sanitizers, rubbing hands until they are dry.
- **Cover your mouth and nose when you sneeze or cough**. Sneeze into a tissue and then throw it away; use your arm or sleeve to cover if you do not have a tissue.
- **Avoid touching your eyes, nose, or mouth**. Germs need an entry point, and the average adult touches their face once every three or four minutes.
- **Clean shared surfaces and equipment often**. Use disinfectants to clean commonly touched items such as doorknobs, faucet handles, copy machines, coffee pot handles, desktops, handrails, microwave buttons, keyboards, and elevator buttons.
- **Stay home when you are sick**. When you are sick or have flu-like symptoms, stay home, get plenty of rest, check with a health care provider, and notify Human Resources as needed.



## Physical Distancing in Action

Physical distancing at the library is intended to provide a safe environment reducing the risk of person-to-person infection. Maintain a physical distance of six feet while working with co-workers and when providing service to the public.

## Workstation Recommendations

- Workstations should be arranged to allow separation of six feet.
- Utilize sneeze guards and physical barriers to minimize the risk to physical distance violations.
- Establish and stay within 6 ft boundaries clearly marked on the floor or with signage.
- Staff are strongly encouraged to disinfect their own workspace multiple times during the shift, giving special attention to common surfaces.
- Staff should avoid touching their faces and must wash their hands thoroughly with soap and water several times during the work hours to reduce risk and prevent person-to-person potential infections.

## What to do if the workstations are less than the recommended spacing?

Work designs should avoid face-to-face operations with less than the minimum requirement of 6 feet. If this condition cannot be met, then staff members will be provided with alternative measures to mitigate their exposure such as the following:

- Staggered shifts
- Face masks
- Face shield
- Body orientation
- Physical barriers may also be installed where practical. The barriers must be disinfected multiple times a shift

## Helpful Tips to Communicate

- Avoid gathering when entering and exiting the facility.
- Remain outside the building until your scheduled start time.
- Complete the electronic Daily Health Screening form prior to entering the building:
  - [Staff Daily Health Screening](#)
  - [Vendor Daily Health Screening](#)
- Ensure 6 feet of space between each person while entering the building and performing opening tasks.
- Do not touch your face before you have had a chance to wash your hands.
- Staff members should perform wipe downs of their workstation (e.g. phone, keyboard, mouse, desk surface, etc.) at the start and the end of their shift.
- Staff members should wipe shared phones after each call.
- Staff should complete their timecards from their personal phones or devices when possible to avoid gathering around the timeclock.

## Meetings

- Avoid meeting people face-to-face. Staff are encouraged to use the telephone, online conferencing, e-mail, chat, or instant messaging to conduct business as much as possible, even when participants are in the same building.
- Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least six feet from each other; no shaking hands.

### **Physical Distancing During Lunch and Breaks**

- Management of staff member breaks to provide physical distancing and proper hygiene is necessary. Start and end times should be staggered

### **Seating and Capacity**

- Count the optimal number of allowable seats in the break room considering the acceptable distances of 6 feet.
- Limit and/or space chairs appropriately.
- Place signage on the table to ensure proper physical distancing.
- Post capacity of the break room.
- Remind staff members not to arrive early to break.
- Separate times by 10 minutes to have enough time to wipe all surfaces after each use.

### **Cleanliness and Disinfection**

- Provide enough supplies for staff members to clean up after themselves. Ex: wiping down tables, etc.

### **Restroom Usage During the Workday and at Break Times**

Increase disinfection intervals to ensure a clean environment at all times and make sure physical distancing is maintained. Recommended:

- Wait at least 5 minutes before entering a staff restroom after a toilet flush to reduce your exposure to “toilet plume” (the dispersal of microscopic particles as a result of flushing a toilet).
- Provide enough supplies for staff members to clean up after themselves. (i.e. wiping down counters and handles, etc.)
- Wash hands before and after using the restroom.

### **Physical Distancing in Common Areas**

- Increase disinfection intervals.
- Ensure physical distancing is maintained.
- Avoid non-essential gatherings.

### **Physical Distancing in Offices**

- Office work should be organized to ensure physical distancing to keep separation of staff members between 6 feet as a minimum.
- Avoid face-to-face desk layouts.
- Interaction to exchange information or quick meetings on the office floor space should respect physical distancing of 6 feet.
- Remote work may be assigned when possible or when mandated by the government to keep the operation efficient and communications flowing.
- Staff should disinfect surfaces in their office at the beginning and end of shift.

### **Elevators**

- When using the elevator, only one person or multiple people of the same household may be in the elevator at a time.

## DAILY HEALTH SCREENING PROTOCOL

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### Overview of Daily Health Screening Procedure

- Each staff member will fill out an electronic [health screening form](#) daily before arriving for work.
- Staff members are required to measure their temperature prior to entering the library.
- Staff members should seek to obtain a thermometer as soon as possible for home use. The library will reimburse staff members up to \$12.00 for the purchase of a personal thermometer.
- This is a pre-shift screening only. Screening does not need to be completed between shift start to end.
- Staff members scheduled to work who are not reporting to work due to a COVID-19-related situation (illness, exposure to illness, childcare) must contact their manager and Human Resources.
- All other reasons for not reporting to work follow existing call-off procedures.

### Daily Health Screening Protocol

The library will periodically update guidance on current recommendations from the Centers for Disease Control (CDC), local and state health departments, and the World Health Organization (WHO).

To help protect the health of staff members working in the library buildings, the daily health screening form will continue to be used until the Leadership Team has determined, with the help of public health experts, that it is no longer necessary.

The [health screening form](#) is required to be completed daily by all incoming staff members **before** accessing the library. If temperature is 100.4°F or higher, or the staff member exhibits visible symptoms of illness consistent with COVID-19, the staff member will be instructed not to report to work.

The Daily Health Screening Protocol is in place to prevent sick or symptomatic staff members from leaving their homes and decrease the likelihood of spreading infection. By accessing and completing the Daily Health Screening on the Staff Resources page, staff can make informed decisions about their health. If a staff member does not recognize the symptoms in their daily health screening, here are the actions to take:

- If the staff member is deemed symptomatic upon reporting to work, they need to retake the Daily Health Screening and return home.
- If the staff member is deemed symptomatic during the staff member's shift or after the staff member has spent any time in the library reference the Illness at Work and Exposure Notification Protocol.

Reference the Self-Quarantine, Isolation, and Return to Work Protocol for staff members who are confirmed positive for COVID-19 by a medical professional.

# ILLNESS AT WORK AND EXPOSURE NOTIFICATION PROTOCOL

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## Illness at Work Procedure

1. If a person feels ill, or if someone observes that another person is exhibiting symptoms of COVID-19 at work, that person must contact their manager or Human Resources immediately.
2. Telephone is the preferred communication method, and calls may be placed either from their own workstation phone or personal cell phone (whether inside or outside of the building).
3. While still in the building and before leaving, symptomatic staff members are required to don a mask and gloves to help protect other staff members and prevent the spread of a potential virus.
4. Any person attending the suspected infected person should wear a protective mask and gloves while working with the suspected infected person.
5. The staff member will be directed by their manager or Human Resources to leave work and go home or to the nearest health center as advised by Oak Park Public Health Department. Public transportation should not be used.
  - If the symptomatic person is in distress, call 911 for emergency assistance.
  - If the symptomatic person is well enough to drive their own vehicle, ask them to use it.
  - If the symptomatic person is unable to drive, the manager or HR should contact a family member or emergency contact to arrange for transportation of the staff member.
6. Ensure that the workspace is thoroughly disinfected, in addition to all other common surfaces recently touched by staff member, and follow the Advanced Disinfection Protocol, as needed.

## Exposure Notification Protocol

Should a staff member contract COVID-19 and expose others in our workplace, we will immediately inform all employees of the COVID-19 positive employee and inform employees of their possible exposure to COVID-19 in the workplace, while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).

Additionally, we will work with any staff member who is diagnosed with COVID-19 to help them recall with which staff members, if any, they had close contact (e.g., within six feet) for a prolonged period (e.g., more than 10 minutes). The library will follow the [Public Health Recommendations for Community-Related Exposure](#) and instruct potentially exposed employees to stay home for 14 days, telework if possible, and self-monitor for [symptoms](#).

For any COVID-19 diagnoses or exposure, we will follow current CDC guidance to determine when staff members will be allowed to return to work.

## SELF-QUARANTINE, ISOLATION, AND RETURN-TO-WORK PROTOCOL

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### Self-Quarantine and Isolation Requirements

In order to reduce the spread of COVID-19, effective immediately, the following categories of staff members shall be subject to quarantine or isolation and may not report to the library:

- Any staff member diagnosed with COVID-19
- Any staff member who has a sick family member in their home who has been diagnosed with COVID-19
- Any staff member who has been notified by their local public health authority that they have been in direct contact with someone who has been diagnosed with COVID-19
- Any staff member who has recently (in the past 14 days) traveled internationally
- Any staff member who has traveled on a cruise ship
- Any staff member who has signs of respiratory illness which may include fever, cough or difficulty breathing.

### Staff Member Responsibilities

Staff members are required to notify Human Resources of their quarantine or isolation requirement to discuss tracking of exposure to other staff members, possible arrangements for continuation of work, required documentation, and sick leave benefits.

### Procedures

- Staff members who may be subject to quarantine or isolation as outlined above shall notify their supervisor and Human Resources regarding their status and may be required to provide documentation related to their status.
- Staff members who are diagnosed with COVID-19, have a family member within their home who has been diagnosed with COVID-19, or who have been notified by their local public health authority that they have been in direct contact with someone who has been diagnosed with COVID-19 may not return to work until they have received written documentation showing clearance from all appropriate authorities.
- Human Resources, in conjunction with guidance from the Oak Park Public Health Department and CDC, will confirm quarantine dates for any staff member who is quarantined due to travel.
- Staff members subject to quarantine may work remotely on a case-by-case basis and will be advised of their ability to do so by their manager.
- See also, CDC guidance on [COVID-19 Quarantine and Isolation](#).

### Returning to Work After Quarantine or Isolation

For any COVID-19 diagnoses or possible exposure, we will follow current Oak Park Public Health and CDC guidance to determine when staff members will be allowed to return to work (anticipated 10 to 14 days).

Please contact Human Resources prior to returning to work to discuss documentation that may be required prior to returning to any library building or offering an in-person library service in the community.

## COVID-19 SCENARIO CHART

SCENARIO	Employee is NOT feeling sick and NOT showing symptoms of possibly being ill	Employee IS feeling sick or showing symptoms of possibly being ill
1. No known exposure to COVID-19	<p>Employee should report to work as scheduled</p> <p><b>Manager/Supervisor: Ensure staff member has completed the Daily Health Screening Form</b></p>	<p>The staff member should not report to work. Employees whose duties include telework may perform work remotely if their health permits.</p> <p><b>Manager/Supervisor: Ensure staff member has completed Daily Health Screening Form.</b></p>
2. Employee has had close contact in the last 14 days with someone who has tested positive for COVID-19 or been advised to self-isolate by a medical professional due to COVID-19 reasons	<p>Employee should not report to work as scheduled. Employee should self-isolate/self-quarantine at home for 14 days. Employees whose duties include telework may perform work remotely. Employee should contact their local health department to report their exposure.</p> <p><b>Manager/Supervisor: Ensure staff member has completed Daily Health Screening Form and that HR is aware of staff member exposure.</b></p>	<p>The employee should not report to work, and should contact their healthcare provider immediately. May return to in-library work after being cleared by their healthcare professional. Employees whose duties include telework may perform work remotely if their health permits.</p> <p><b>Manager/Supervisor: Ensure staff member has completed Daily Health Screening Form. Manager should report the situation to HR. HR will contact Oak Park Public Health Department to report and receive additional instructions.</b></p>
3. Employee recently (within the last 14 days) traveled internationally or travelled on a cruise ship.	<p>Employee should not report to work as scheduled. Employee should self-isolate/self-quarantine at home for 14 days. Employee whose duties include telework may perform work remotely.</p> <p><b>Manager/Supervisor: Ensure staff member has completed Daily Health Screening Form and Travel Form and that HR is aware.</b></p>	<p>Employee should not report to work as scheduled. Employee should self-isolate/self-quarantine at home for 14 days. Employee whose duties include telework may perform work remotely if their health permits.</p> <p><b>Manager/Supervisor: Ensure staff member has completed Daily Health Screening Form and that HR is aware. HR will contact the Oak Park Public Health Department to report and receive additional instructions.</b></p>

<p>4. Employee's healthcare provider or Health Department recommends that employee self-quarantine or isolate for a specified period of time due to COVID-19 symptoms or close contact with a person confirmed to have COVID-19</p>	<p>Employee should not report to a physical work location while under healthcare provider's advice/order to self-quarantine or isolate. Employees whose duties include telework may perform work remotely.</p>	<p>Employees should not report to work while under healthcare provider's advice/order to self-quarantine or isolate. Employees whose duties include telework may perform work remotely if their health permits.</p>
	<p><b>Manager/Supervisor: Ensure Daily Health Screening Form has been completed</b></p>	<p><b>Manager/Supervisor: Ensure Daily Health Screening Form has been completed</b></p>
<p>5. Employee is caring for an individual subject to a quarantine or isolation order from the Health Department or health care provider. (Individuals must be immediate family members, someone who regularly resides in your home or as permitted by FFCRA.)</p>	<p>Employees should not report to work. If the employee is approved, assigned, and able to telework, the employee may telework. If unable to telework, the employee should remain off work. Contact HR to find out what documentation may be required prior to returning to in-person library work.</p> <p><b>Manager/Supervisor: Ensure HR is aware.</b></p>	<p>Not applicable</p>

SCENARIO	Employee is NOT feeling sick and NOT showing symptoms of possibly being ill	Employee IS feeling sick or showing symptoms of possibly being ill
6. Employee is caring for their child whose school or place of care is closed (or child care provider is unavailable due to COVID-19 related reasons.)	<p>If the employee is approved, assigned, and able to telework, the employee may telework a regular or modified schedule. If unable to telework, the employee should take the time off work they need to care for their child.</p> <p><b>Manager/Supervisor: Ensure HR is aware.</b></p>	Not applicable
7. Employee reports being unable to report to work due to fear of contracting COVID-19	<p>It's OK, not to be OK. And it is absolutely OK to ask for help.</p> <p><b>Manager/Supervisor: Instruct employee to contact HR.</b></p>	Not applicable
8. Employee reports being a higher risk individual	<p>Employees who are at higher risk for severe illness are encouraged to stay home and not report to in-library work until at least Service Level 3. If the employee is approved, assigned, and able to telework, the employee may telework.</p> <p><b>Manager/Supervisor: Ensure HR is aware.</b></p>	Not applicable
9. Employee reports to work, completed the Daily Health Screening Form, but has fallen ill while at work	Not applicable	<p>See Illness at Work and Exposure Notification Protocol. Summary below:</p> <ul style="list-style-type: none"> <li>• The employee (or another colleague) should immediately notify their manager or HR by phone.</li> <li>• The employee should put on a mask and gloves.</li> <li>• If in distress, call 911. Otherwise, make arrangements to return home or nearest health center.</li> </ul>



## CONTRACTOR/SERVICE PROVIDER PROTOCOL

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### Contractor/Service provider restrictions:

- Meetings should take place virtually as often as possible going forward, to ensure the protection of both staff members and visitors.
- Where business-critical, in-person visits do occur, such as to allow equipment or facilities to remain operational, they should be in accordance with OPPL's pandemic preparedness and response plan.
- Note that the Vendor Daily Health Screening forbids visits from persons who have had known exposure to persons with COVID-19 within the past 14 days, or who are exhibiting symptoms of illness consistent with COVID-19.
- Contractors/Service Providers COVID-19 Health Screening Form must be completed before entering the Library:
  - [Staff Daily Health Screening »](#)
  - [Vendor Daily Health Screening »](#)
- Alternatively, a contractor/service provider may supply a copy of a health screening provided by their organization.

### Directions for Contractors/Service Providers

- Each Service Area Manager will be responsible to ensure the Vendor Daily Health Screening Form was completed for each visitor who enters any library location for work in their service area by providing an electronic form in advance of entering.
- Visitation or contractor work is forbidden if there has been any YES response to the Vendor Daily Health Screening Form except the temperature question which should be NO to enter. If yes (or no for the temperature question) is checked for any response, please advise the visitor to leave the premises, notifying appropriate site personnel to disinfect any common surfaces touched by the visitor and advising HR of the incident.
- Visits or contractor work that do occur should limit exposure to staff members to the extent feasible, by:
  - Ensuring visitors/contractors wear a face mask, take a direct route to meeting or work areas, and do not unnecessarily interact with staff members.
  - Practicing physical distancing themselves at all times, and instructing visitors regarding our expectations regarding physical distancing (e.g. no handshakes or embraces, keeping 6 feet distance when interacting, etc.).
  - Practicing expected hygiene regarding washing hands and covering coughs/sneezes, pointing out or providing guidance on this topic.

## STAFF TRAINING: RETURN TO WORK TRAINING PLANS

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To ensure the health and safety of our staff members and our patrons, it is important for all staff to follow hygiene, physical distancing, and personal protective equipment (PPE) best practices. To build understanding of those practices you've been enrolled in a 40-minute training encompassing 4 videos related to COVID-19.

**You are required to complete this training before returning to in-library work.**

Here is the link for you to start: <https://training.knowbe4.com/login>

NOTE: When you begin your training it will launch in a pop-up window. If you do not see it, a pop-up blocker may be preventing it from opening. Also, if you open more than one pop-up training window the platform may not record your progress or completion. Be sure to have only one pop-up window of this training open at a time.

Talk with Sharon Grimm if you have questions about using the training platform. Talk with your manager if you have any questions about COVID-19 safety.

## PUBLIC SIGNAGE

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Internal (staff) and external (public) signs are in development and will be installed prior to June 1 and June 15. Additional signage will be created and documented in the [public signage development plan](#) »

Additional signs will be provided as needed. Submit new requests via [Communications New Project Request Form](#) »

### CDC printable resources

- [Share facts about Coronavirus](#) »
- [Important Information About Your Cloth Face Coverings \(pdf\)](#) »
- [How to safely wear and take off a face covering \(pdf\)](#) »
- [Find more on the CDC website](#) »

### Currently posted signage at the Main Library staff entrance (west alley)

Workplace Health and Safety Guidance for Staff, Contractors, and Other Visitors

#### Practice Physical Distancing

- Maintain at least 6 feet of physical separation from other people in the building.
- Wear a face mask or face covering, especially when it is not possible to maintain 6 feet of space between you and another person (hallways, elevators, etc.) If you need a face mask, please contact Jeremy Andrykowski, Director of Operations, at 708.697.6918.

#### Follow Hand Hygiene Protocol

- Wash your hands with soap and water often, vigorously rubbing together front and back for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
- Use alcohol-based hand sanitizers, rubbing hands until they are dry (if soap and water are not readily available).

#### Do Not Work If You Are Sick

- You should not report to work if you are experiencing symptoms of Coronavirus Disease (COVID-19), including fever (100.4° or above), cough, shortness of breath, sore throat, chest tightness, extreme fatigue, loss of sense of taste or smell, diarrhea, muscle aches, or headaches. If you are experiencing any of these symptoms, stay home and call your doctor