

Safety Precautions and the Coronavirus (COVID-19)

Samuels Public Library is always concerned about the safety of its patrons and its staff. With that in mind the following protocols have been developed to ensure, as much as possible, the safety of all.

LEVEL 1

- Multiple times throughout the day, the janitor and regular staff will wipe down all bathroom counters, door handles, table tops, and keyboards with disinfecting wipes.
- Staff should avoid touching patron IDs, Library Cards and Personal Devices.
- If a staff member is ill they should notify their supervisor immediately and leave the library, further, all staff members will be told to stay home if they are sick.
- Practice good hygiene – wash hands with soap and water for at least 20 seconds, use hand sanitizer as needed. Cover your mouth when coughing or sneezing. While touching library materials, whenever possible use gloves. Avoid touching your face – especially eyes, nose and mouth.
- If a patron is coughing or expressing concern about germs, offer tissues and/or disinfecting wipes.
- Limit physical touching.

LEVEL 2

The Library will declare Level 2 status if Warren County or any adjacent Counties report potential cases of Coronavirus (COVID 19). The following additional steps will be implemented.

- All programs within the Library will be cancelled, and the booking software will be disabled.
- All staff will be required to wear gloves when dealing with Library materials and the general public.
- All returned Library materials will be cleaned with disinfecting wipes.
- Social distancing will be encouraged (ie, every other public computer will be disabled to allow distance between patrons).
- All due dates for Library materials will be extended through the duration of the health incident, and no fines will be charged. This information will be communicated to the public through phone messaging and the Library website.
- Through signage and the Library website, use of online resources such as e-books, e-audio books and databases will be encouraged.
- All Level 1 protocols will continue to be observed.

LEVEL 3

- Insufficient staff to man all hours of the Library schedule will result in reduced hours of operation. Hours of operation will be determined by the Library Director, with appropriate notification to the Board of Trustees, and patron notification via the website and phone messaging.
- During this health incident, all staff will continue to be paid for their scheduled work hours.
- All Notary services will be suspended.
- Depending on staff availability, holds may or may not be available for pick-up.

- All Level 2 protocols will continue to be observed.

The following events will result in the full closure of the Library, until cleared for re-opening by the appropriate government and health officials, in consultation with the Library Board of Trustees. If the Library closes, all employees will be paid for their scheduled time. The Director of Operations will continue to create and distribute payroll with the assistance of the Board President or the Board Treasurer. Notification of the closure will be posted on the Library website, phone messaging system, social media, and the local radio station.

LEVEL 4

- Confirmation that a patron (who has been in the library recently), a volunteer or a staff member have tested positive for the Coronavirus, will result in full closure of the Library.
- Closure of the Warren County Public School system will trigger a conversation with the Board of Trustees about the risks of the Library remaining open.
- Library staff will continue to be paid for their scheduled work hours during this period. Should the Director of Operations be incapacitated, the Board Treasurer will be contacted by a member of the management team to determine options available for continuing payroll activity.
- Should the Library close, the management team will, if able, check the Library facility and clear any items from the book drop area.
- During closure, the management team will make every effort to secure a professional cleaner to disinfect the library.
- Determining when to reopen the Library facility will be done in concert with the Library Board of Trustees, Warren County Administration, the Local Health Department and the Virginia Department of Health.