

## Hygiene Protocols - Framework for Cleaning & Hygiene

### Important info for staff to maintain safe behavioral practices (per MHLS Recommended CDC [Guidance for Cleaning and Disinfecting](#), page 6):

- Social distancing (specifically, staying 6 feet away from others when you must go into a shared space)
- Frequently washing hands or use alcohol-based (at least 70% alcohol) hand sanitizer when soap and water are not available
- Wearing cloth face coverings
- Avoiding touching eyes, nose, and mouth
- Staying home when experiencing any symptoms of illness
- Cleaning and disinfecting frequently touched objects and surfaces

### Safe Re-opening Procedures

- **Before resuming work within the library building each staff member will email the assistant director verifying that they have read, understand, and agree to these procedures. Questions are encouraged and will be answered as completely as possible.**
- Library services will return in three phases, starting first with *curbside pickup/home delivery*, library use by *appointment*, and *admittance of limited numbers*.
- Patrons must wear masks (see Safety Policy addition to Code of Conduct)

### Staff

- **Staff with symptoms (or who've tested positive) must stay home until cleared by their physician to end isolation/quarantine.**
  - The CDC has indicated that symptoms of covid-19 may include fever, cough, shortness of breath, chills, muscle pain, sore throat, loss of taste or smell, and/or gastrointestinal disturbances.
  - Staff must submit answers to a COVID-19 Health Screening form, at home, prior to coming into the library.
- **Staff must maintain safe behavioral practices outlined above.**
  - Must wash hands with soap and water for 20 seconds at start and end of every shift, after contact with materials recently handled by others, and periodically throughout the day.
  - Only one person at each desk.
  - Distance of 6' between people at all times.
  - Masks must be worn when others are on the same floor of the library.
    - If your mask is off, and you sneeze or cough, sneeze or cough into a tissue or your elbow.

### Facility

- **Re-organize & rearrange the building appropriately.**
  - When patrons return to the library, 6' marks will be placed from the desk.
  - Signage will communicate safety protocols clearly.
  - Hand sanitizers will be available in multiple locations to encourage hand hygiene.
  - Areas are decluttered.
  - Porous materials such as rugs and cushions are removed.
  - Open windows when possible to improve ventilation.
  - Remove toys.
- **Regular cleaning & disinfecting**
  - As per CDC, first, clean off any visible dirt with soap & water. Then disinfect with [EPA](#)- or CDC-approved disinfectant.
    - If listed disinfectants cannot be obtained, alternative disinfectants can be used following CDC recipe (e.g. 1/3 cup of bleach added to 1 gallon of water).
    - Do not mix bleach or other cleaning and disinfection products together--this can cause fumes that may be very dangerous to breathe in.
  - Those using gloves must understand how to remove them safely.

- Gloves do not replace hand washing.
    - Use gloves especially if cleaning with bleach, or other skin irritants.
  - Clean according to the disinfectant chart.
    - For example: tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards and mice, railings, and touch screens.
    - Per CDC, Outdoor hard surfaces and objects only need to be disinfected if frequently touched by multiple people.
    - Soft and porous materials that are not frequently touched should only be cleaned or laundered, following the directions on the item's label, using the warmest appropriate water setting.
    - Disinfectants should typically not be applied on items used by children, especially any items that children might put in their mouths. Many disinfectants are toxic when swallowed. Keep disinfectants away from children.
- **Routine cleaning**
  - Custodian will clean and disinfect as usual, 5 times per week.
- **Handling of library materials**
  - Items returned will be quarantined for 72 hours / 3 days.
  - Item for patrons will be handled only with clean hands.

## References/Sources:

(MHLS Recommended) GUIDANCE FOR CLEANING AND DISINFECTING PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES: [https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf)

Communities, Schools & Workplaces, Cleaning and Disinfecting Your Facility: [https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fdisinfecting-building-facility.html](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fdisinfecting-building-facility.html)

Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

“GUIDANCE FOR CLEANING & DISINFECTING PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES” CDC HANDOUT/FLOWCHART: [https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening\\_America\\_Cleaning\\_Disinfection\\_Decision\\_Tool.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf)

Amid Ongoing COVID-19 Pandemic, Governor Cuomo Outlines Additional Guidelines for When Regions Can Re-Open: <https://www.governor.ny.gov/news/amid-ongoing-covid-19-pandemic-governor-cuomo-outlines-additional-guidelines-when-regions-can>

Symptoms of Coronavirus: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Discontinuation of Isolation for Persons with COVID -19 Not in Healthcare Settings:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

Cleaning and Disinfection for Community Facilities: [https://www.cdc.gov/coronavirus/2019-](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

[ncov/community/organizations/cleaning-disinfection.html](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

Business Best Practices Fact Sheet

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