

6/3/20: Health Department Recommendations for Duncan Public Library and Our Solutions

Entry:

If possible, leave front doors open to allow air circulation.

We will leave front doors open to allow circulation, prevent bottlenecking at the door, and eliminate touch points.

Station hand sanitizer near door and encourage use.

Hand sanitizer station is near front door with signage.

Signage encouraging sanitizer, masks, and distancing, even if not enforceable.

Signage has been placed throughout the library encouraging safe practices.

6-ft markers.

6-ft markers are placed between front door and desk area.

Front desk:

Clean continuously.

We will clean throughout the day as often as possible.

Sanitize hands after every patron.

We have sanitizer just for staff stationed at the front desk.

Set up tables around front desk to encourage social distancing.

Tables surround the front desk perimeter to keep patrons from touching desk or getting too close. There is still plenty of room to pass books and items.

Set up sneeze guards at each station.

As of 6/8/20, our custom sneeze guards have not yet arrived, so we have made some that will work temporarily.

Use cards instead of money whenever possible.

We will not yet accept money for fines or be charging new fines. All items will be given a one-month out due date and currently checked out items are at least checked out until July 1. We WILL be accepting money for copies, faxes, scans, printouts. We will charge to their library cards, request credit cards for

over \$5.00, and sanitize hands after handling money. We will also use names instead of library cards and not put date cards in books unless requested.

Sanitize after handling money or cards.

See above.

Divider between checkout stations.

Because our two main checkout stations are not the required distance apart, we have placed a long runner of tall materials between checkout stations so that lines of people will have a barrier between them.

6-ft markers.

6-ft markers have been placed from the desk out down the middle of the library to indicate the suggested distance for socially distancing.

1st floor public computers:

Only open every other one or one on each side.

We have one near the front door, which will continue to be scheduled and three spaced out in the first floor lab area.

Sanitize after every patron.

We will request patrons let us know when they are leaving so we can sanitize the area.

Use scheduling if possible.

One computer will be on schedule so we can guarantee those who need it most will have access and can allow time for cleaning. The others will be first-come, first-serve. All computers will be for 30 minutes minimum. If no one is waiting, extra time can be added.

Remain as distant as possible to help patrons.

Distancing is nearly impossible when helping someone on a computer. We often must use the same mouse and keyboard and lean down into their space or they must lean into ours. We will just do our best, wear masks, and use sanitizer afterwards to reduce risk.

If must help them use computer, sanitize hands.

See above.

Stacks:

There is no feasible way to social distance within the stacks.

If two people are facing each other from each side of a stack, they are only about 2 feet away from each other. Aisles are not conducive to one-way arrows because of the way the library is laid out. Too many paths would have to cross. So we do not think that will be a good solution.

To promote awareness, signs are recommended on each endcap encouraging covering coughs and sneezes with elbow, social distance, wearing masks, not touching items if you can, etc.

Signs are placed at the end of every aisle to promote safety. We cannot enforce, but we can suggest.

DVD cases not conducive to social distancing but are movable and can be spaced out or relocated.

DVD cases have been moved to the middle of the library to be further from the stacks and act as a barrier between aisles.

Limit the amount of individual close help given.

We often go to the stacks to help patrons find their items. We will be encouraging them to remain at the desk if they require our help and we will bring items to them. This will hopefully reduce the amount of close helping we need to do.

Bathrooms:

Only one person or family unit per time in the bathrooms.

Signs have been placed on the bathroom doors to suggest this practice, although it cannot be policed or enforced.

Wipe down door handles and other touched places as often as you can.

We will try to make hourly trips to wipe down bathroom door handles, doors, faucets, paper towel holder, etc.

Main floor:

Remove as much furniture as possible to discourage loitering near the main gathering areas (middle strip and children's area) and provide fewer possible touch surfaces.

Most of the seating areas have been removed so that people are not gathered in one area or sitting for too long. We have a couple of available chairs for our elderly and disabled patrons who need to sit and rest while they are in the library. We will encourage everyone to let us make their copies, do their faxes, and get their printouts for them to prevent copy machines and printers from too much interaction.

Retail and grocery places are encouraging people to have a list, get their items, and go back home.

We will try to convey a similar message as positively as possible.

Put away children's toys and games.

Children's toys have too many parts and pieces and encourage people to stay too long and touch too many things. Children put things in their mouths as well. We have removed all children's toys and games.

Shut off water fountains.

Both water fountains are off and have signs explaining.

Elevator:

Only one person or family unit on at a time.

Signs have been placed at the elevator encouraging use of the stairwells and one person or family unit at a time, although this cannot be policed or enforced.

Wipe down buttons and railing as often as you can.

We will try to make rounds to clean all buttons and railings.

Second floor:

Clean second floor railing and other heavily used surfaces often.

We will try to make rounds to clean these surfaces throughout the day.

Put away as much furniture and as many games as possible to discourage loitering and eliminate any extraneous surfaces.

Most furniture and all games have been put away.

Meeting rooms and second floor public computer room are not conducive to social distancing.

We will not yet be allowing meetings inside the enclosed meeting rooms. If someone needs to have a meeting, the more open areas can be used. Patrons can request more help if needed.

Make sure any chairs at tables are socially distanced and preferably not in enclosed rooms.

We have moved tables further apart and reduced the number of chairs.

If any closed-in rooms must be used, limit people, remove some furniture/computer stations, leave doors open, turn on any fans to allow for air circulation.

For now, we just will keep these rooms closed off to prevent risk entirely while allowing use of the more open-area spaces.

Surfaces:

Clean door handles, rails, main use areas, bathroom areas, and all heavily used areas as often as possible, with a thorough cleaning every day.

We intend to clean as often as we can throughout the day, then close the doors at 4:00pm (while still allowing curbside and bookdrop) so we can do one clean sweep of the building.

Other less used areas can be once a week.

We will wipe down other areas on Saturdays. Saturdays will be curbside and by appointment for now.

General:

Encourage all sick or vulnerable people to use curbside services.

We will try. We have signs up and will let people on the phone know.

Provide signage encouraging all factors discussed that help prevent the spread of viruses.

We have done this.

Continue to quarantine returned items for 3 days.

We will continue to quarantine items for 3 days and encourage any patrons who are wary to do the same when they check out items.

Try to keep patrons out of quarantine areas.

We will attempt to keep the back door for quarantine and the front door for entry so that patrons will stay out of quarantine areas. We know this won't work perfectly, so we are still keeping a cart at the front door for people to put their books into rather than bringing them fully into the library where they may get mixed with other items.