

## WHAT WE ARE DOING TO KEEP YOU SAFE

The Library Director has taken information from this joint webinar between the Center for Disease Control and the Institute of Museum and Library Services to develop a plan of action for the South Burlington Public Library, with input from the Board of Trustees and the City Manager. <https://www.ims.gov/webinars/mitigating-covid-19-when-managing-paper-based-circulating-and-other-types-collections>. Procedures may change based on updates from the CDC and/or the VT Dept. of Health.

**The Library staff protects each other, and the public using GOOD HYGIENE.** We:

- Require that all staff and members of the public wear a mask
- Wash hands frequently, using proper technique
- Use cough etiquette: cough into mask
- Have plenty of hand sanitizer available for staff and patrons
- Have tissues available for all staff and patrons to access, with trash can nearby
- Don't touch eyes, nose, mouth with hands

**We protect each other, and the public, by FOLLOWING STATE GUIDELINES FOR EMPLOYEE HEALTH MONITORING.** We:

- Monitor staff temperatures and complete a daily health survey
- Require staff and members of the public to stay away if they are sick
- Limit occupancy to 15 customers, increasing that gradually as is safe
- We isolate staff if one begins exhibiting symptoms until they can get home; close off their workspace for 24 hours prior to deep cleaning and disinfecting
- Enable high risk individuals to continue to work from home wherever possible

**We protect each other, and the public by CLEANING AND DISINFECTING ALL HIGH-TOUCH HARD SURFACES.** We:

- Use soap and water or disinfecting wipes to clean faucets, doorknobs, railings, light switches and workstations and encourage customers to sanitize computer keyboards and monitors several times per day

**We protect each other and the public by PURIFYING THE AIR.** We:

- Run a HEPA Air Scrubber or purifier in all library spaces

**We protect each other, and the public by OFFERING CURBSIDE PICKUP.** We:

- Take requests by phone and email so that at risk users can pick up their materials outside the library doors.

**We protect each other, and the public by SOCIAL DISTANCING ACROSS ALL SETTINGS.** We:

- Require a 6 foot distance between individuals and ask all users to stay out of aisles where others are browsing
- Move furniture and adjust staff schedules to create separation
- Offer virtual programming
- Use a plexiglass screen during checkout

**We protect each other, and the public by POSTING SIGNAGE.** We:

- Use prominent signs to educate staff and the public to reinforce all of the above



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