

Westville-New Durham Twp Public Library (WNDTPL)

Safeguard Procedures

Employee Health Screening Process

- All WNDTPL employees will do a self-assessment test on their health before coming to work on their scheduled days. They will ask themselves the following questions:
 1. Do I have a fever?
 2. Do I have a persistent cough?
- They will not report to work in the building if they are feeling unwell or have symptoms.

Enhanced Cleaning

- According to the Institute of Museum and Library Services (IMLS) webinar titled “Mitigating COVID-19 When Managing Paper-Based, Circulating, and Other Types of Collections”, library materials are on the low transmittable list and recommend a 24 hour quarantine.
- Library materials will be quarantined for 48 hours when returned by a patron. After quarantine, library material will be checked in and returned to the shelves. No fines will accrue during quarantine.
- All high-touch surfaces (railings, doorknobs, keyboards, door handles, etc.) will be regularly disinfected.

Compliance with Social Distancing

- All library employees will maintain a 6 ft. distance from others in the building. If they are in closer contact, a mask will be worn in that instance.
- A plexiglass barrier will be added to the circulation counter for the safety of staff and patrons.
- Contactless transactions will be conducted during curbside service.
- Library material returned during curbside will need to be put in outside dropbox.

Hygiene

- Staff will be asked to wash hands frequently for at least 20 seconds. When hand washing is not possible hand sanitizer will be available.
- Staff may use gloves when handling material returned by patrons.
- Staff may wear masks when in the library.