

# Staff Safety – COVID-19

*Please stay home if you are sick or have been exposed to someone with COVID-19*

## **Hand Washing (mandatory)**

- After entering and before leaving the library
- After moving from public to staff only space
- After handling returned material and material used in-house

## **Face Covering (mandatory)**

- Staff must wear a mask and/or a face shield while at work
- All staff will be provided with a cloth face mask
- Staff working with the public will be provided with a face shield
- Staff may wear the mask and/or shield of their choice

## **Gloves (optional)**

- The use of gloves is optional but not recommended
- Nitrile gloves are available for staff working with the public or handling returned material

## **Personal Workstations**

- Please clean your keyboard, mouse and telephone at the beginning of each shift using the supplied cleaning agents

## **Shared Workstations**

- Please clean the keyboard, mouse and telephone at the beginning and end of each shift using the supplied cleaning agents

## **Sneeze Screens**

- Installed at the public service desk at three designated service points
- A sneeze screen has been ordered for the staff desk outside the Makerspace

## **Lunchroom**

- A maximum of four chairs are provided in the lunchroom
- If possible, please take breaks at your workstation in staff-only areas (not on the front desk)
- Outside meal breaks are encouraged

## **Work from Home**

- Some staff may continue to work from home or combine at home and in-library shifts
- The Library Director must pre-approve all work from home requests