Covid-19 Safeguards for Employees and Patrons

Starke County Public Library System realizes we have an obligation to staff and patrons to provide a safe and clean environment at our four (4) locations during the outbreak of Coronavirus (COVID-19).

We do ask our patrons to continue to have patience as our buildings will not open to the public until we have the supplies necessary to maintain a safe and clean environment.

As part of the Indiana Governor’s Executive Order 20-26, here is our plan of action to provide a safe and clean environment:

1. Employee health screening process:
   a. At this time, we are not instituting a health screening process for employees to enter the buildings; however, if employees are not feeling well they will be sent home or asked not to come in until they are feeling better.
   b. We ask that if our patrons aren’t feeling well for any reason that they do not enter any of our locations.

2. Cleaning Enhancements in SCPLS Buildings

All 4 Locations will regular make a bleach & water mixture to disinfect. This mixture was recommended by the Starke County Health Department and will be changed out at least every 2 hours or more depending on how much it is used.

   a. We will be regularly disinfecting hot touch surfaces every two hours or more as we see fit:
      i. Door handles;
      ii. Hardcover Books;
      iii. Tops of all desks;
      iv. Restrooms
      v. Chairs
      vi. Printers
      vii. Pens/Pencils
b. Public Computers will be available by appointment only for 30 minutes at a time.
   i. Keyboards will have press-n-seal on them and will be changed after each use
   ii. Computer mouse will be in a sandwich bag and changed after each use
   iii. Chairs will be wiped down and sprayed with Lysol after each use
   iv. Desk will be wiped down with bleach mixture after each use

   c. Returned Materials
   i. All materials must be put in the return bin at any locations
      1. Staff will not accept any returns by hand
   ii. Materials will be wiped down when we get them from return bins
   iii. All materials will be quarantined for 72 hours before being shelved in the appropriate location
      1. If it is a hold, we will call the patron and let them know that it is in, but it must be in quarantine for 72 hours before pickup.
      2.

   d. Barriers
   i. Plexi-glass barriers will be wiped down at least once every 30 minutes or more depending on traffic of patrons.

   3. Enhancement for employees and patrons to wash their hands/hand sanitizer:

Starke County Public Library System will enforce a strict hand washing procedure for all employees after disinfecting any area or coming in contact with any patron. CDC guidelines will be posted in all restrooms for staff and patrons.

We will have hand sanitizer near the Circulation Desk and public computers. The public restrooms will also be open for the public.
4. Social Distancing Measures

Starke County Public Library System has given each employee one (1) facemask for employees to reuse and wash when a proper 6 foot distance is not possible. Employees will also be provided with safety glasses to use, if they do not already wear eyeglasses.

All desks will have plexi-glass barriers up to help ensure the safety of both our employees and our patrons.

Patrons will be asked to keep the social distance as much as possible and stand back from desks. We will have a mark on the floor for patrons to socially distance.

We do ask that patrons wear a mask in the building, especially if you are using a public computer.