



Safety Operating Guidelines **For Saltaire Library Staff Members** ***Initial Cleaning and Organization***

Library Initial Cleaning/Organization

- All employees and volunteers must abide by the Saltaire Library SOGs
- Unpack boxes and place objects in their designated locations and then thoroughly clean.
- Place garbage bags to be discarded by maintenance on the first floor of Village Hall, to the left of the stairs going up to the office.
- No Tables, Chairs or Benches on the Broadway Deck Entrance.

Upon Arrival:

- All Library staff is required to bring a cell phone in order to log in and out of shift. This device should also be used to contact Kate, Village Office, Public Safety, etc., if there is a question or an emergency.
- All employees and volunteers will begin each shift by washing their hands thoroughly in the downstairs bathroom of Village Hall (at least 20 seconds), according to the instructions provided at hand washing stations.
- All employees must wear cloth facemasks.
- Each employee will receive a sealable bag containing supplies they may need during their shift (labels, black sharpie, tape, labels).

Throughout Shift:

- Wash hands throughout shift.
- Must wash hands after blowing one's nose, coughing, sneezing, using the restroom, before and after eating food, and after contact with animals.
- When more than one employee/staff member must be working, six feet of social distancing is required.

- Do not open exterior doors to answer questions or let people in. Direct peoples' attention to sign on front door where they can call the Village of Saltaire Office directly or e-mail Kate with questions.
- When the Library is provided a UV Light Cabinet, and any high-touch items that are hard to clean will be placed in the cabinet pursuant to the manufacture's instructions and direction of the Librarian.

Before Departing:

- Clean all surfaces that have been used:
 - Bookshelves on front deck
 - Light switches
 - Door handles
 - Table tops
 - Restroom
 - DVDs

*Books- Books are not to be wiped down. Books should only be touched when taken from the shelves to be checked out, which staff members will have already taken cleaning precautions. The entire book bin from outside should be brought in the library and placed in a corner with a label indicating the date and time it was brought inside. This bin of books must sit 48 hours before any books are taken out. A new bin should be placed inside the book return container.

- Use reusable gloves for the disinfecting protocols required at the end of each shift. Each person will be issued a pair of reusable gloves to be kept in a bag labeled with their name. Once they have completed the end of shift protocols for disinfecting, they must wash hands again with gloves on first, dry them, remove them, and place them in their designated bag. Once gloves are away, staff members must wash their ungloved hands for the at least 20 seconds before leaving the building.
- Place all personal supplies back into sealable bag.



Safety Operating Guidelines For Saltaire Library Staff Members *Book Distribution and Returns*

Book Distribution

- Only Saltaire Library employees and volunteers are permitted into the Saltaire Library.
- Community members will be encouraged to communicate with Kate through the Saltaire Library social media accounts and e-mail, in order to check out books and DVDs.
- Books to be picked up will be placed on outside bookshelf for a contactless pickup by Library staff who have adhered to hygiene measures. Books will be wrapped with a blank piece of paper, with the name of person picking up written on the spine of the book.
- Books and DVDs should be returned in the book return cart on the deck of the library for a contactless drop off.
- During specified hours, library staff members will facilitate in person support through the window at the front of the library.
- Hand sanitizer will be offered at the window.

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Safety Operating Guidelines For Saltaire Library Staff Members *Programs in July and August*

Storytime- *Event is held virtually*

- Craft supplies for children for the coming week (3 crafts) will be precut and placed in labeled zip loc bags.
- Bags will be put on bookshelf in front of main entrance to the Library for families to pick up (exact date and time will be determined at a later date, Possibly Fridays at 12:00 for after families pick up children from camp).
- If supplies are not picked up by _____ on Friday. They will be dropped off at their homes.

Book Bingo- *Event is held virtually, but prizes picked up*

- Prizes will be labeled and placed on outside bookshelf by a library staff member who has adhered to hygiene protocol.

Booktalk- *Event is held virtually, but prizes picked up*

- Prizes will be labeled and placed on outside bookshelf by a library staff member who has adhered to hygiene protocol.

Guest Readers for Storytime/Author Events- *Event is held virtually, but signed books will be picked up*

- Books purchased for author events will be labeled and placed on outside bookshelf by a library staff member who has adhered to hygiene protocol.

Book Donations– Hold off on this for now

- The library is only accepting book donations of hardcover books in good condition (no mold, missing pages, etc.). In addition, they will only be accepting books placed in bags or boxes that can easily be moved from the front deck to inside the library.
- Book donations should be neatly placed in a bag or box and dropped off on the left side of the Village Hall front deck under the overhang.
- Once dropped off, please e-mail Kate at library@saltaire.org so she can make arrangements to bring them inside.

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Equipment Necessary

1) Hand sanitizer (Quantity: 4)

2) Bioesque Cleaning Solution (Quantity: 4)

3) Paper towels (Quantity: 12)

4) Facemasks (Quantity: ?)

6) UV Cabinet for Disinfecting High Touch Items

5) Reusable Gloves (Quantity: 12, Size: M/L)

7) Zip Loc Bags (Quantity: 4)

https://www.amazon.com/Amazon-Brand-Solimo-Slider-Storage/dp/B07BJ4XVW3/ref=sr_1_17?dchild=1&keywords=ziploc%2Bbags&qid=1588861908&sr=8-17&th=1

8) Tape Dispensers (Quantity: 2- 3 come in a set)

https://www.amazon.com/dp/B07B7MBG8P/?coliid=I3BRGMKJ1T8RPY&colid=2N8RR366V1ETT&pvc=1&ref=lv_ov_lig_dp_it

9) Black Sharpies (Quantity: 2- 12 come in a set)

https://www.amazon.com/Sharpie-30001-Permanent-Markers-Point/dp/B00006IFHD/ref=sr_1_4?dchild=1&keywords=black+sharpies&qid=1588863499&s=office-products&sr=1-4

10) Scissors (Quantity: 2- 3 come in a set)

https://www.amazon.com/AmazonBasics-0188-3-PACK-Multipurpose-Scissors/dp/B01BRGU8R0/ref=sr_1_1_sspa?dchild=1&keywords=scissors&qid=1588863429&s=office-products&sr=1-1-spons&pvc=1&spLa=ZW5jcnlwdGVkUXVhbGlnaWVyPUE2UEROQjY3SlhaUUMmZW5jcnlwdGVkSWQ9QTAyMjAwNDFEREJYQU83WjUzMUQmZW5jcnlwdGVkQWRJZD1B

[MDQzMjE5MTI2VUNJVDhTQ1hBOUomd2lkZ2V0TmFtZT1zcF9hdGYmYWN0aW9uPWNsaWNrUmVkaXJlY3QmZG9Ob3RMb2dDbGljaz10cnVl](https://www.amazon.com/dp/B07MGZN6DC/?coliid=l2ZBAN9BF971DJ&colid=2N8RR366V1ETT&psc=1&ref=lv_ov_lig_dp_it)

11) Bookshelves for outside of library on front deck (Quantity: 1)- Do we have the old ones we can use?

12) Return bin with lock (Quantity: 1)

<https://www.todaysclassroom.com/jonti-craft-3516jc-book-return-with-cart/>

13) Bins to fit inside return cart (Quantity: 2)- Need to find out size

14) Labels (Quantity: 1)

https://www.amazon.com/Address-Labels-Sheets-Inkjet-Printer/dp/B001QSX4K8/ref=sr_1_1_sspa?dchild=1&keywords=labels&qid=1588863963&s=office-products&sr=1-1-spons&psc=1&spLa=ZW5jcnlwdGVkUXVhbGlmaWVyPUEzVTZHNIBUTk9TODIxJmVuY3J5cHRIZEikPUEwNjgyOTg0MU9WQlpXSIBURDdBViZlbnNyeXB0ZW5jcnlwdGVkSWQ9QTA1MTIzNDIUM1UzSIVPWWUsxR1AmZW5jcnlwdGVkQWRJZD1BMDQyNTkyMzExNzVXTEFVSktVUNkqmd2lkZ2V0TmFtZT1zcF9hdGYmYWN0aW9uPWNsaWNrUmVkaXJlY3QmZG9Ob3RMb2dDbGljaz10cnVl

15) Rubber Bands (Quantity: 1)

https://www.amazon.com/Business-Source-Rubber-Bands-15733/dp/B003SBXO42/ref=sr_1_2_sspa?dchild=1&keywords=rubber+bands&qid=158863841&s=office-products&sr=1-2-spons&psc=1&spLa=ZW5jcnlwdGVkUXVhbGlmaWVyPUFMUldWNUxOSFFWQVEmZW5jcnlwdGVkSWQ9QTA1MTIzNDIUM1UzSIVPWWUsxR1AmZW5jcnlwdGVkQWRJZD1BMDQyNTkyMzExNzVXTEFVSktVUNkqmd2lkZ2V0TmFtZT1zcF9hdGYmYWN0aW9uPWNsaWNrUmVkaXJlY3QmZG9Ob3RMb2dDbGljaz10cnVl

16) Blank Printer Paper (Quantity: 1- 3 in set)

https://www.amazon.com/Hammermill-Recycled-Printer-Letter-086820C/dp/B079DH1YGT/ref=sr_1_3_sspa?dchild=1&keywords=printer+paper&qid=1588864015&s=office-products&sr=1-3-spons&psc=1&spLa=ZW5jcnlwdGVkUXVhbGlmaWVyPUYyUjE5MTIzNDIUM1UzSIVPWWUsxR1AmZW5jcnlwdGVkQWRJZD1BMDQyNTkyMzExNzVXTEFVSktVUNkqmd2lkZ2V0TmFtZT1zcF9hdGYmYWN0aW9uPWNsaWNrUmVkaXJlY3QmZG9Ob3RMb2dDbGljaz10cnVl

17) Bookshelf Labels to organize alphabetically bookshelf for pick up (Quantity: 3)

https://www.amazon.com/dp/B07MGZN6DC/?coliid=l2ZBAN9BF971DJ&colid=2N8RR366V1ETT&psc=1&ref=lv_ov_lig_dp_it

ADMINISTRATIVE OVERVIEW

- When employees are onboarded, especially under the designation of “essential” they must be educated as to the hazards and how to avoid getting sick. This needs to be specific to the job that they will conduct.
- ***Worker Training OSHA***
 - Train all workers with reasonably anticipated occupational exposure to COVID-19 (as described in this document) about the sources of exposure to the virus, the hazards associated with that exposure, and appropriate workplace protocols in place to prevent or reduce the likelihood of exposure. Training should include information about how to isolate individuals with suspected or confirmed COVID-19 or other infectious diseases, and how to report possible cases, including Verbal Screening pursuant to the following:
 - **Verbal screening for symptoms of COVID-19 and contact with COVID-19 cases should include the following questions:**
 - *Today or in the past 24 hours, have you had any of the following symptoms?*
 - *Fever, felt feverish, or had chills?*
 - *Cough?*
 - *Difficulty breathing?*
 - *In the past 14 days, have you had contact with a person known to be infected with the novel coronavirus (COVID-19)*
 - Training must be offered during scheduled work times and at no cost to the employee.
 - Required PPE must be identified by Supervisor and requested pursuant to Administrative guidelines. Workers required to use PPE must be trained by Supervisor. This training includes when to use PPE; what PPE is necessary; how to properly don (put on), use, and doff (take off) PPE; how to properly dispose of or disinfect, inspect for damage, and maintain PPE; and the limitations of PPE. Applicable standards include the PPE ([29 CFR 1910.132](#)), Eye and Face Protection ([29 CFR 1910.133](#)), Hand Protection ([29 CFR 1910.138](#)), and Respiratory Protection ([29 CFR 1910.134](#)) standards. The OSHA website offers a variety of [training videos](#) about respiratory protection.
- Employees will be required to adhere to any Executive Order from the Governor of the State of New York and/or the Mayor of the Village of Saltare, and the guidelines will be automatically updated to properly reflect adherence to those directives.
- Employees will be briefed on sick leave and concerns as it relates to the Covid Virus at the work place by the Village Safety Personnel.

- Employees will be encouraged to voice any COVID concerns directly to their supervisor.
- Requests for proper PPE will be submitted to the Village Inventory Manager **at least** two weeks in advance of when needed.
- All staff will be trained **remotely** on the new CPR COVID guidelines.

Procedures for Calling in Sick and Reporting Illness

- If you develop **any** symptoms of illness at home **DO NOT REPORT TO WORK**, notify supervisor **ASAP** and report your symptoms and wait for further instruction.
- If a close contact or family member has symptoms that warrants testing please, **DO NOT REPORT TO WORK** call supervisor and await further instruction.
- If you develop **any** symptoms of illness during your shift please isolate yourself, notify your supervisor immediately for further instruction. (Severe symptoms like shortness of breath, **Call 911 DO NOT DELAY!**) Familiarize yourself with the symptoms associated with COVID -19. CDC info here:
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- The Village has investigated and tested a telemedicine company HeyDoctor:
<https://www.heydoctor.com/> Hey Doctor provides expert medical advice remotely. Right now during the COVID epidemic they will provide free advice based upon your symptoms and medical history. It is as good way to determine if symptoms warrant further medical care or when they require you to stay at home. You will need to provide photo and to upload ID (driver's license)