

Yorktown Public Library  
Pandemic Procedures

1. All staff members, without exception, shall wash\* their hands before beginning their work shift, after returning from break, after returning from meal breaks, or after using the restroom. All staff members should use either hand sanitizer (at least 60% alcohol) or wash their hands after sneezing, coughing or blowing their nose.
2. All staff members entering the staff room will wash their hands.
3. The Custodian or other staff will clean with anti-bacterial/anti-viral cleaning solution or wipes on at least a daily basis the following: all entrance and exit door handles, restroom door handles, staff room door handle, staff room refrigerator handles, microwave handle and buttons, drinking fountains, and vending machines buttons.
4. On a daily basis, approximately every 2 hours beginning with opening time, staff shall wipe down the following (when applicable) with anti-bacterial/anti-viral cleaning solution or wipes: communal hand sanitizer pumps, public service desks, and copier keypads.
5. Promptly after any patron has finished using, the following shall be cleaned by staff with anti-bacterial/anti-viral wipes or spray: computer keyboards and mice, computer desk surface, library materials left out (if doing so will not damage the material) then re-shelved.
6. Upon return, and before checking-in and shelving, all materials (if doing so will not damage the material) will be cleaned with anti-bacterial/anti-viral wipes or spray.
7. All staff members are encouraged to receive seasonal flu shot and pandemic flu vaccine when such becomes available to them individually.
8. Staff members should not come to work if running a fever, especially when also experiencing any of the following symptoms: cough, sore throat, runny or stuffy nose. Staff members shall not return to work until they are symptom free of all of the above symptoms for 24 hours without the assistance of prescribed or over-the-counter medicine. Any staff member exhibiting these symptoms at work will be sent home.
9. School children who are sick or are not in school because of illness, should not be in the library; with or without their parents. Please politely explain to the child/parent that it is a matter of public health. If this answer is unacceptable to them, please refer them to the Director.
10. Adherence to these procedures can help to keep you, your co-workers, and the public we serve from becoming sick.

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\*Consists of using anti-bacterial soap, soaping hands, scrubbing hands front and back for at least 20 seconds before rinsing and drying hands.