Briggs District Library
COVID-19 Cleaning Protocols

1. The Library will quarantine all returning materials for 72 hours. Materials collected from drop box(s) will be placed on labeled tables in the warehouse. Book carts will be located in new book area for patrons to return items on. At the end of the day materials will be transferred to labeled tables in warehouse. Should book carts become full, items will be transferred immediately so patrons can continue returning materials. After 72 hours materials will be checked in and re-shelved. Staff will conduct this work before or after public access hours. Staff will not shelve materials while library is open to the public in order to promote social distancing. It is highly recommended that staff wear a face covering and gloves when performing these tasks or wash/hand sanitize their hands as soon as they are done handling materials. Book carts will be wiped down with an EPA approved disinfectant after items are transferred to the tables in the warehouse.
2. The library will use its best efforts to clean the public and staff restrooms twice a day. Once approximately mid-way through each day's open hours and once after the library has closed to the public. Restroom(s) will be cleaned with an EPA approved disinfectant. (The library may limit restroom usage to one public restroom.)
3. The Library will use its best efforts to clean public computer terminals between uses. Public computer terminals will be wiped down every day after the library has closed to the public. Public computers will be cleaned with an EPA approved disinfectant that is safe for use with computers.
4. The library will use its best efforts to wipe down counters, tables, and door knobs twice a day. Once approximately mid-way through each day's open hours and once after the library has closed to the public. These surfaces will be cleaned with an EPA approved disinfectant.
5. The Library will use its best efforts to clean self-checkout station between uses. The self-checkout station will be wiped down every day after the library has closed to the public. The self-checkout station will be cleaned with an EPA approved disinfectant that is safe for use with computers.
6. The Library will use its best efforts to clean public copy machine between uses. The public copy machine will be wiped down every day after the library has closed to the public. The copy machine will be cleaned with an EPA approved disinfectant.
7. The library will use its best efforts to wipe down the on-site exterior drop box handle three times a day. Once when emptying before the library opens, once approximately mid-way through each day's open hours and once after the library has closed to the public. It will be cleaned with an EPA approved disinfectant.
8. For patrons that need to use a writing utensil, the library will provide one. Upon return, it will be placed in a container to be held until the end of the day when it will be cleaned. Writing utensils will be cleaned with an EPA approved disinfectant.
9. Staff should avoid sharing tools, phones, work space and computer equipment as much as possible. In the case of shared equipment/tools, staff copy machine, or computer equipment, the staff member will disinfect when they are done using the item or in cases where they are the only one touching that item during their shift at the close of their shift. It is strongly encouraged that each staff member locate a container that they label with their name to store items like writing utensils and scissors in. Work stations may be assigned to limit the number of individuals touching each individual station/desk. Staff will use an EPA approved disinfectant when cleaning the previously mentioned surfaces.
10. Janitorial service will do a general cleaning of the facility twice a week.
11. Should there be a confirmed case of COVID-19 at the library, the library will ensure that the entire library is thoroughly cleaned and disinfected by the janitorial service. The library will close until all necessary cleaning and disinfecting is completed.

Adopted June 18, 2020