



LIBRARIES

Libraries can open at up to 50% capacity in the current phase of reopening.

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OVERVIEW

As Connecticut's libraries reopen, the most important consideration will be the health and safety of employees and patrons. Libraries must exercise caution throughout the reopening, ensuring strict adherence to the protocols listed here. Those libraries that are not able to meet the rules listed here shall delay opening until they are able.

While these rules provide a way for libraries to reopen in as safe a manner as possible, risks to patrons and employees cannot be fully mitigated. Patrons who choose to visit libraries during this time should be fully aware of potential risks. Individuals over the age of 65 or with other health conditions are advised to not visit libraries, but instead continue to stay home and stay safe.

Libraries should take these rules as the minimum baseline of precautions needed to protect public health in Connecticut. The CT State Library Division of Library Development may issue additional documents to help libraries in designing their roadmaps to reopening and recovery. The American Library Association (ALA) has compiled extensive resources to help libraries around the country to reopen. We suggest libraries refer to ALA's resources in planning their reopening process. These rules may be updated as conditions evolve.

We urge patrons to stay vigilant and pay attention as to whether libraries they visit are faithfully implementing these rules.

FURTHER RESOURCES

- **CDC:**
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- **AMERICAN LIBRARY ASSOCIATION:**
<http://www.ala.org/advocacy/planning-reopening-resources>
- **INSTITUTE OF MUSEUM AND LIBRARY SERVICES:**
<https://www.imls.gov/news/covid-19-research-partnership-inform-safe-handling-collections-reopening-practices-libraries>
- **CT STATE LIBRARY:**
<https://libguides.ctstatelibrary.org/dld/COVID-19/>
- **OSHA:**
<https://www.osha.gov/Publications/OSHA3990.pdf>

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PLAN FOR REOPENING

Share these rules with your employees and inform them of any additional specific measures being taken in response to COVID-19.



PROGRAM ADMINISTRATOR

Appoint a program administrator who is accountable for implementing these rules. Program Administrator should be library staff.



CLEANING PLAN

Develop cleaning checklists that incorporate these rules. Ensure it is clear which employees are responsible for implementing the plans.



TRAINING

Institute a training program and ensure employee participation in the program prior to reopen. Training shall include:

- Rules contained in this document
- Protocols on how to clean and use cleaning products (incl. disinfectants) safely
- Additional guidance can be found here:
https://osha.washington.edu/sites/default/files/documents/FactSheet_Cleaning_Final_UWDEOHS_0.pdf

NOTE: If any on-site duties are subcontracted, it is the employer's responsibility to ensure subcontractors are also appropriately trained.

The training shall be provided at no cost to the employee and during working hours. The training materials shall be presented in the language and at the literacy level of the employees. There shall also be weekly refreshers on policies.



PERSONAL PROTECTION

Estimate required personal protection for employees and begin procuring.

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THOROUGH CLEANING

Complete a thorough cleaning of facility prior to reopening, including but not limited to:

- Bathrooms
- Seating area
- Computer station



LOG EMPLOYEES

Maintain a log of employees on-premise over time, to support contact tracing.



SHIFTS

Stagger shift start/stop times and break times to minimize contact across employees.



REMOTE WORK

Consider offering employees whose responsibilities can be met in a remote work setting the ability to continue to work remotely.



CAPACITY TRACKING

Libraries are responsible for enforcing revised capacity limits (50%).



CERTIFICATION

Complete the self-certification on the DECD website to receive a Reopen CT badge. Once complete, businesses can choose to post the badge on-site and on social media to advertise adherence to CT rules.

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Libraries should consider ways to maintain social distancing in aisles between book stacks, including signage to direct traffic patterns, limiting the number of patrons allowed in stack areas, or providing access to materials by staff retrieval.

Consider waiving fines and extending due dates to discourage patrons from coming into the library in-person.

Post clear signage that reinforces new policies.

Install physical barriers around the circulation desk.

Consider encouraging patrons to use book drops to return books instead of returning in-person at circulation desks.

Block off every other computer terminal or every third to ensure 6 ft of social distancing.

Consider an exit from the facility separate from the entrance to allow for one-way foot traffic.

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CAPACITY LIMIT

Calculate a maximum occupancy that is consistent with social distancing guidelines or 50% of library's fire code capacity, whichever is lower.

- For periods of time where high traffic is expected, post guards at entrance to count and monitor total number of patrons inside the library.



IN-PERSON SERVICES

Consider limiting in-person services offered, such as the reference desk. Instead encourage patrons to send questions by email and phone to be answered by librarians remotely.

- Consider continuing to offer all library programs virtually.
- All in-person programs, such as workshops or job fairs, must follow the prevailing limitation on size of social gatherings. Desks and chairs must be arranged so that 6 ft social distancing is observed at all times during workshops.



CIRCULATION DESK

Install physical barriers around the circulation desk.



FINES & DUE DATES

Consider waiving fines and extending due dates to discourage patrons from coming into the library in-person.



BOOK DROP

Consider encouraging patrons to use book drops to return books instead of returning in-person at circulation desks.

- Books returned to the library will be quarantined for at least 48 hours (or intervals based on research approved by the CDC and IMLS).



BOOK STACKS

Libraries should consider ways to maintain social distancing in aisles between book stacks, including signage to direct traffic patterns, limiting the number of patrons allowed in stack areas, or providing access to materials by staff retrieval.



COMPUTER TERMINALS

Block off every other computer terminal or every third to ensure 6 ft of social distancing.



ENTRY AND EXIT

Consider an exit from the facility separate from the entrance to allow for one-way foot traffic.

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SIGNAGE

Post clear signage that reinforces new policies, e.g.:

- Social distancing protocols
- Cleaning and disinfection protocols
- Personal protection protocols (face masks)
- Employees should stay home if sick/experiencing symptoms
- Patrons should not enter if they are experiencing symptoms



EMPLOYEE-ONLY AREAS

Rearrange space to maintain 6 ft of distance between employees and stagger the position of desks so employees can avoid sitting opposite each other. This may require keeping some desks empty and/or marking desks that should not be used.

- This may require putting computers, chairs, and other excess furniture into storage.



PUBLIC AREAS

Rearrange seating to maintain 6 ft of distance between seats. In particular, patrons shall not be sitting face-to-face if they would be less than 6 ft apart. This may require marking some desks/chairs as "not in use".



SOCIAL DISTANCING MARKERS

Install visual social distancing markers to encourage patrons to remain 6 ft apart (e.g., the entrance, lines to use the restroom).



DISCRETE WORK ZONES

Where possible, segment the workspace into discrete zones, prevent movement between zones, and close spaces where employees congregate.



SHARED EQUIPMENT

Ensure employees or patrons don't share items or equipment without disinfecting between use by different individuals (e.g. computers, microfiche machines, headsets for audiobooks, etc.).



WATER FOUNTAINS

Patrons shall be required to bring their own water bottles. Water fountain use shall be restricted to water bottle filling stations only. Congregating at water bottle filling stations shall be limited, and signage reinforcing the use of water bottle filling stations only must be displayed.



CAFES/FOOD ESTABLISHMENTS

Must follow Sector Rules for Restaurants.

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NON-ESSENTIAL AMENITIES

Close or remove amenities non-essential to businesses' main function, including:

- Toys, interactive play areas, shared food/drink stations



TOUCHLESS APPLIANCES

Consider installing touchless appliances, including:

- Contactless payments, paper towel dispensers, soap dispensers, trash cans



VENTILATION

For facilities with central ventilation systems, increase ventilation rates and increase the percentage of outdoor air that circulates into the system where possible. For facilities where a central ventilation system is not used, window air conditioning units or unit ventilators should be adjusted to maximize fresh air intake into the system; blower fans should be set on low speed and pointed away from room occupants to the extent possible. Ceiling fans should be adjusted so that fins are rotating in a direction that draws air up toward the ceiling rather than down onto occupants. Window fans should be turned to exhaust air out of the window in the direction of the outdoors. Window fans that blow air into a room or free-standing fans that only serve to circulate existing air around a room should not be used.

PERSONAL PROTECTION



PERSONAL PROTECTION FOR EMPLOYEES

- All employees are required to wear a facemask or other cloth face covering that completely covers the nose and mouth, unless doing so would be contrary to his or her health or safety due to medical conditions.
- Employees may utilize their own cloth face covering over that provided by their employer if they choose.
- Gloves and eye protection is required when using cleaning chemicals.



EMPLOYERS ARE RESPONSIBLE FOR PROVIDING PERSONAL PROTECTION TO THEIR EMPLOYEES

- If librarians do not have adequate personal protection, libraries cannot open.



PERSONAL PROTECTION FOR PATRONS

Patrons are required to bring and wear masks or cloth face coverings that completely cover the nose and mouth, unless doing so would be contrary to his or her health or safety due to a medical condition.

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HAND SANITIZER

Hand sanitizer shall be made available at entrance points and common areas, where possible.



HANDWASHING

Ensure employees wash their hands routinely using soap and water for at least 20 seconds.



CLEANING, DISINFECTANT PRODUCTS, &/OR DISPOSABLE DISINFECTANT WIPES

Make available near commonly used surfaces where possible, e.g.:

- Chairs
- Bathrooms
- Self-service areas



BATHROOMS

Clean and disinfect frequently, and implement use of cleaning log for tracking. Clean multiple times a day and hourly during busy times.



CLEANING & DISINFECTING

Follow federal guidelines (CDC, EPA) on what specific products should be used and how.

- Use products that meet EPA's criteria for use against SARS-CoV-2 and that are appropriate for the surface. Prior to wiping the surface, allow the disinfectant to sit for the necessary contact time recommended by the manufacturer. Train staff on proper cleaning procedures to ensure safe and correct application of disinfectants.
- Disinfectants are irritants and sensitizers, and should be used cautiously.
- Avoid all food contact surfaces when using disinfectants; these surfaces should be sanitized instead.
- Clean and disinfect common areas, high transit areas, and frequently touched surfaces on an ongoing basis (at least daily) and more frequently if used more often. Clean and disinfect shared objects between use. Examples include:
 - Entrances and exits
 - Payment devices (e.g. PIN pad)
 - Chairs



COMPUTER STATIONS & SEATING AREAS

Provide disinfectant wipes, and ask patrons to wipe down keyboards and desks after each use.

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DAILY HEALTH CHECK

Ask employees resuming on-premise work to confirm they have not experienced COVID-19 CDC-defined symptoms and to monitor their own symptoms, including cough, shortness of breath, or any two of the following symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Employees should stay home if sick.



LEAVE

Employers shall adhere to federal guidance pertaining to paid leave for employees and provide this guidance to employees. Employers shall post the Families First Coronavirus Response Act (FFCRA) Department of Labor poster. The poster can be accessed at:
<https://www.dol.gov/agencies/whd/posters>

- Additional guidance can be accessed at:
<https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>



IN THE EVENT OF A POSITIVE COVID-19 CASE

Employees shall inform their employers, and follow state testing and contact tracing protocols.

- Additional information can be accessed at
<https://www.cdc.gov/coronavirus/2019-nCoV/community/general-business-faq.html>.



WHISTLEBLOWER PROTECTION

Employers may not retaliate against workers for raising concerns about COVID-19 related safety and health conditions.

- Additional information can be accessed at www.whistleblowers.gov.
- Additional information for the public sector can be accessed at www.connosha.com.