Technology Guidelines for Library Re-Opening

- Follow CDC guidelines for health ordinances and best practices

- Increase physical space between public computers
  - For example: (every third computer)
  - Dependent on library location and location of computers
  - Be cognizant of computers facing one another – avoid having patrons sit across from each other

- Time Management – adjust daily limits per patron

- Invest in Plexiglas shields for staff desks that provide patron services such as circulation desk, reference desk, etc

- Recommend Library Staff clean all equipment (computers, print release station, touch screens, self-check machines) rather than patrons after each patron uses equipment

- Cleaning tips
  1. Wear disposable gloves when cleaning and disinfecting surfaces.
  2. Turn off the device you plan to clean
  3. Never spray any liquids directly onto the product.
  4. For cleaning screens: purchase in bulk 70% isopropyl alcohol/30% water product and spray a small amount into a microfiber cloth (not paper towel)
  5. When cleaning a display screen, carefully wipe in one direction, moving from the top of the display to the bottom. – using the same mixture
  6. For cleaning keyboards and mice: use general purpose Lysol or Clorox wipes
  7. Surfaces must be completely air-dried before turning the device on after cleaning.
  8. Discard the disposable gloves used after each cleaning. Clean your hands immediately after gloves are removed and disposed.

- Avoid using any of the following chemicals or products containing these chemicals:
  - Any chlorine-based cleaner, such as bleach
  - Peroxides (including hydrogen peroxide)
  - Solvents such as; acetone, paint thinner, benzene, methylene chloride or toluene
  - Ammonia (i.e. Windex, Lysol)
  - Ethyl alcohol