

### Immediately (beginning week of 3/16)

- Unnecessary materials will be removed from the children's room. This includes games, puzzles, and crayons.
- We will be unlocking our restroom doors.
- Staff should wash hands upon reporting for work.
- Staff will take extra time at closing each night to sanitize railings, doors, and computers.
- We will be wiping down the desk phones after patron use.
- Staff should practice social distancing. The CDC recommends keeping six feet between people, this means waving at patrons rather than handshakes or hugs.
- Volunteers reporting for duty will be immediately assigned to sanitizing. Items for sanitization include keyboards, mice, handrails, tables, chair backs, light switches, the copier, door push bars and handles. Also, legos, music and movement equipment, and sewing machines that haven't been sanitized since last use.
- Patrons will be asked via signs and social media to let us know if they have been ill. Staff will then sanitize any materials coming from homes where there are ill patrons.
- Programming involving food is cancelled for the time being. If the virus is still active in the state on 4/6, we'll be cancelling cookbook club. No snacks or drinks should be distributed at programs. We are suspending our question of the week program as candy is generally given as a reward out of a communal bowl.
- Curbside Delivery services will begin from 12 -5 each weekday. We will post a sign out front, that will say "Curbside Delivery. Available 12-5 M-F. Please call 8654570519 for service. Please leave this spot unoccupied during service hours unless you're utilizing the service."
  - We will only deliver reserve items, but will help patrons place reserves over the phone ahead of time.
  - Patrons will need to have their card or their picture ID.
  - When patrons call in and say they are here, staff answering the call will check out their reserve items at the circulation desk, and proceed outside with their items and the Ipad.
  - Staff will verify the patrons ID on the Ipad and hand over requested items.
  - We will also take returns via the curbside delivery spot. Patrons don't have to be checking out in order to utilize the service for returns.
  - If we have to shut off programming, then we will likely expand curbside delivery to 9-5 each weekday.

### If COVID 19 is found in an adjoining county:

- We'll shut all large format programming down for two weeks. This includes storytimes, lego club, fandom, computer classes, teen craft, book clubs, Try it Tuesdays, Read to a Dog, and Saturday Matinees.. The booksale will remain in place. I'm also inclined to let One-on-One's stand as long as patrons reschedule if they are exhibiting illness.
- We'll place bins around the library for people to place items they've touched. We'll regularly round items from this bins up and sanitize items that can be sanitized (hardback books, DVD cases, audiobooks. I don't believe paperbacks will hold up to this process.) before returning them to the shelf.
- Any patron reporting illness may have their materials extended for extra two week periods beyond our normal renewals.
- If patrons are unable to return or renew items due to being ill, fines will be forgiven.

### If COVID 19 is found in Anderson County:

- We'll shut programming down for a month.
- All outreach programming will be suspended.
- Outside groups will not be able to meet in the meeting room.
- Binning practices as above will go into place.
- We'll start sanitizing as many items as we can coming into the building. We'll keep a cart behind the desk and desk staff will sanitize returned items.

### In additon:

If the county shuts down public facing services, we'll close our doors, alter staff scheduling, and work on projects around the library, unless otherwise instructed by county government.

If staff find themselves to be feverish at any point, they should not report to work. Meg can be reached by email, text, or phone (either cell outside of working hours: 865-438-0689 or at the library's phone number during working hours.)

If a member of a staff's household falls ill with COVID-19, they should stay home until the full incubation period has passed.