

Worksite Specific Plan

Department: Kern County Library

Contact: Andie Sullivan, Director of Libraries & Mark Lewis, Business Manager

Worksite

Locations:

Arvin Branch 201 Campus Dr. Arvin	Beale Memorial 701 Truxtun Ave. Bakersfield	Delano Branch 925 Tenth Ave. Delano	Taft Branch 27 Cougar Ct. Taft	Tehachapi Branch 212 S. Green St. Tehachapi
Ridgecrest Branch 131 E. Las Flores Ave. Ridgecrest	Kern River Valley Branch 7054 Lake Isabella Blvd. Lake Isabella			

*Virtual staff training will be conducted via Narnia Academy before **June 1st** to ensure that all staff are aware of and knowledgeable of these safety guidelines.*

Please Note: All safety guidelines have been adapted from the CDC's COVID-19 safety guidelines, found on the [CDC website](#).

Contingencies: *These work procedures are dependent upon and may be revised due to:*

1. Government mandates
2. Sufficient number of able-bodied staff
3. Sufficient quantity of PPE for staff to perform duties
4. Adequate cleaning/sanitizing supplies for each location

The Library acknowledges that there are concerns about returning to the worksite. Expression of staff concerns and feelings to supervisors and/or Regional Librarians are welcome and will be addressed as well as possible considering existing conditions and circumstances.

PPE/Cleaning Supplies: *Although there has been nationwide media reporting on shortages of PPE and cleaning supplies, the Library has obtained these materials and will supply as needed:*

- Disposable masks (1 per person per day of work)
- Reusable cloth masks (1 for each staff person; needs to be washed daily)
- Disposable gloves for all staff working with public materials/surfaces (bookdrops, shipment, printing services, etc.)

- Reusable face shields (1 for each staff person; cleaned daily with disinfectant)
- Disinfectant spray and/or wipes (bathrooms, communal areas/workspaces, personal workspaces)
- Hand sanitizer for all areas not easily accessible to sink with soap/water
- Staff may use their own masks and gloves if desired

Return to Work: *Library employees' first day back inside Library facilities will be on Monday, June 1st, 2020:*

- The staff work week will be altered to Monday-Friday, with shifts ranging between 8am-6pm, allowing for staggered staff arrival times and shifts.
- All schedules will be listed on MS Shifts.
- Buildings will not be open to the general public or volunteers.
- Staff of all classifications may wear casual and comfortable clothes, including sneakers and jeans.

Vulnerable Populations:

- Library Business Manager emailed all staff requesting self-identification of being in a vulnerable population or a family member in a vulnerable population. Library supervisors also reached out to staff individually to ensure that responses were made to the Business Manager. At this point in time, an estimated number of 21 staff members have been identified as a part of the vulnerable population.
- Employees that have self-identified as a member of vulnerable populations will have the opportunity to request work accommodations.
- Supervisors will review requests and if possible, will accommodate based on staff duties through remote work, staggered schedules, or isolated workspaces.
- Although the nature of much library work necessitates in-house tasks, there are some tasks that have been identified that can take place remotely. Depending on branch location/assignment and staff classification, these tasks may include virtual programming, digital outreach, marketing, invoicing, budget, fiscal reporting, collections, digital library cards, and ordering of library materials.
- Among the many routine tasks that can only be accomplished in-person at the branches are shelving, checking in returned titles, sorting titles, curating grab bags, processing new books, packing and unpacking shipments, daily money reports, printing, moving furniture emptying bookdrops, flag raising and lowering protocol, assisting with Rathbun collection during construction phase, and more.

Staff At-Home Procedures: *To ensure safety, staff should be knowledgeable of symptom concerns and be prepared before arriving at work:*

- Employees should self-assess each day before coming to work. If you're sick, stay home!
- Staff members exhibiting symptoms should stay home and should not come to work.
- Symptoms include cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, a loss of taste and smell, and additional unique and novel symptoms. A [self-checker](#) is available at the CDC website to help assess symptoms.
- It is important that staff members who believe they may have contracted COVID-19 inform their supervisor, utilize the [testing sites](#) for confirmation, and be aware that they may have leave under the Families First Coronavirus Response Act, individual paid sick leave balances, and the paid sick leave borrowing program. Information about specific entitlements can be access on the [County website](#). Staff members may reach out to Library HR for additional guidance.
- Staff are encouraged to utilize the FREE appointment testing sites if they are concerned or worried about infection. The most up-to-date information on testing sites can be found on the [County website](#).
- Sick staff should follow CDC-recommended [steps for self-isolation](#).
- If any family member begins exhibiting similar symptoms, please follow above guidelines and inform supervisor for accommodations and/or guidance.

Staff In-House Procedures: *To ensure safety, all staff should be knowledgeable of procedures when arriving at work and conducting work on-site:*

- **Staff Arrival and Screenings:**
 - Staff temperatures will be checked daily by a designated staff member in PPE (arriving earliest) with a contactless thermometer before entering buildings. If a staff person's temperature is 100.4 or higher, they will be sent home as sick. Please refer to above at-home guidelines for sick staff.
 - Staff must enter through designated entrances. For Beale staff, entrance will occur through the front entrance. For HQ staff, entrance will occur through the delivery entrance. For the Tehachapi, Ridgecrest, Taft, and Delano branches, entrance will occur through the main staff door.
 - Masks and face shields (as needed) will be provided as staff arrive, as well as hand sanitizer to clean hands upon arrival.
 - Staff will receive staggered 10-minute incremental start times to allow for proper management of daily temperature checks, supply distribution, to ensure seamlessness of staff arrival, and to reduce staff physical interaction.
- **Opening Sanitization and Cleaning:**
 - Upon opening and closing daily, a designated staff member will follow CDC cleaning procedures to keep libraries safe and clean. Adjustments can be made for individual branches.
 - Spaces to be cleaned/disinfected include:
 - Tables
 - Doorknobs
 - Light switches

- Countertops
 - Handles (including paper towel dispensers)
 - Desks
 - Phones
 - Keyboards and mice covers
 - Drinking fountains (optional)
 - Vacuuming / mopping high-traffic areas
- **Personal Workspaces and Wearing PPE:**
 - Masks are always to be worn, except when in a closed office with door. A face shield may be used as an alternative, only if sitting at a socially distanced desk that is used by that sole staff person for long periods of time.
 - Upon arriving for the workday, staff must sanitize their workstations, following the above guidelines for items that should be cleaned.
 - Staff workstations will be designated by **June 2**, for those that do not usually have their own workstations.
 - Workstations that cannot be used, because they do not follow social distancing guidelines, will be temporarily closed.
- **Communal Areas and Break Rooms:**
 - Social distancing will be employed by staff utilizing communal areas.
 - There will be no seating in staff break rooms.
 - Staff may take their breaks at their workstation or outside the library.
 - Microwaves and refrigerators will still be accessible. Designated wipes will be placed near appliances to clean handles, touchpads, and staff must wash hands after use. Appliances must be wiped down after every use.
 - In each branch, there will be 2 types of designated bathrooms with cleaning supplies, a facility for handwashing and a facility for bathroom use:
 - **Handwashing:** Staff must wash hands for 20 seconds. It is recommended that staff use their elbows to get paper towels from dispenser, use paper towels to dry hands, and use paper towels to protect clean hands with disinfectant spray on fixtures.
 - **Bathroom Use:** Staff must wear a mask, because of flushing. It is recommended that staff wash hands for 20 seconds, use elbows to get paper towels from dispenser, use paper towels to dry hands, and use paper towels to protect clean hands with disinfectant spray on sink fixtures and toilet area (flushing fixtures and seat).
- **Quarantining Materials:**
 - Quarantine spaces will be designated by supervisors in branches and in Support Services.
 - All materials (books, audiovisual materials, etc.) that enter library buildings will be quarantined for a minimum of 3 days; this includes materials returned by customers, returned in the book drops, and materials delivered from Headquarters to branches.
 - Customers will be informed that materials will be backdated to be checked in and will not appear immediately on accounts as “checked in.”

- **Social Distancing Standards:**
 - All staff must maintain 6 feet of distance between one another, as well as 6 feet between staff members and the public.
 - Meetings will be conducted either outside in open air with 6 feet between staff, in large areas where staff can manage proper 6 feet distance, or virtually over Microsoft Teams (even if staff are in the same building).
- **Library-Specific Procedures:**
 - **Bookdrop:** Staff emptying bookdrop containers must be masked and gloved, and must directly transport materials to the quarantined area.
 - **Money Report:** Staff completing the money report will be handling money, and therefore must be masked and gloved. The workstation where this is completed must be sanitized immediately afterwards.
 - **RPL:** Staff can only run the RPL when specifically instructed to do so. This must be completed by a masked and gloved employee. Books being pulled can be scanned and placed into shipment or put directly into a designated space for prepping customer pickup.
 - **Phones:** Phones will be answered while staff are at the worksite for “regular hours” to provide service over the phone. It is recommended that employees assigned to answering phones be required to use cleaning supplies when staff switch off or at the end of their shift. Staff members may use speaker phone function as well.

Temporarily Suspended Procedures and Activities: *To ensure safety, these activities shall not take place in Library buildings until otherwise announced by the Director of Libraries:*

- Volunteers / Friends’ groups are not allowed inside.
- Donations of any type will not be accepted.
 - Any donations left at library can be kept and quarantined or tossed as desired by location’s supervisor. For branches that don’t have trash cans, send it into HQ.
- In-person outreach will not be conducted (virtual is fine!).
- Access to public computers by customers will not take place (see WiFi use below).
- The Library will not be a cooling center this year.

Virtual Programming: *Previously scheduled virtual programming should continue, filmed and pre-filmed within workspaces, unless accommodations have been made otherwise with Regional Librarians.*

Modified Services:

- WiFi will still be available 24/7, accessible via parking lots.

- Print services can be processed through a form on the website, printouts can be picked up at a curbside appointment.
- Faxing services can be processed through a form on the website, with receipt of fax sent through email.
- Research services will be conducted over the phone or email, printouts can be picked up at a curbside appointment or emailed to customer.
- Reader's advisory services will be conducted over the phone, via email, and through pre-curated "grab bags" of titles at curbside.

Curbside Services: *To maintain some of the traditional services that the Library offers, services will be modified to a curbside model. These procedures can be modified, according to location, under the direction of the Regional Librarian:*

- Services offered:
 - Holds Pick-Up
 - Pre-curated Grab Bags of reading materials (by genre: mystery, science fiction, romance, etc.)
 - Grab & Go Lunches
- All curbside transactions will include library promotional materials.
- Branch Supervisors and employees at branches will need to evaluate their parking lots and workspaces to identify the best set up for curbside and submit them to their Regional Librarian for approval.
- All open branches will be provided with:
 - A-frame signage for outside with contact info (phone number) and curbside hours to help give guidance to customer walk-ups
 - Easy-up canopies and tables
- Taking materials to a customer will be **No Contact** service. Materials will be put into new plastic grocery bags by a masked/gloved employee. Employees will put the bag into a crate/container and wheel it out on book cart to customer. Customers will then remove the items from the container themselves. Containers will be sanitized between customers as needed.
- Staff will be encouraged to hydrate as curbside services will begin during the Summer.
- Beale will have a minimum of one security guard to assist library employees with curbside services, particularly with tense situations with the public.
- Please note that customers may want to enter the building but are absolutely not allowed during this phase of reopening. If any customers become unruly, please call appropriate law enforcement agency. Suggested phrases include:
 - *How can I help you from a distance today?*
 - *We want to let people in the buildings, but at least we have library services for now!*
 - *We're all trying to figure this out together!*

Grab & Go Lunch Services:

- The school districts have been doing grab & go lunches during the past few months of the pandemic and have proven safety procedures in place to mitigate contagion.
- Lunch service will be handled by school district staff at 4 of the 5 branches serving lunch, except for Arvin. At Arvin, Library staff will be handling all public interaction. Kern River Valley and Tehachapi branches will not be serving grab and go lunches.
- For district-staffed lunches, staff is responsible for informing the public about library virtual programming and digital services, distributing library promotional materials, and craft giveaways included with lunch bags.
- Library employees will continue assisting in the tracking of statistics for lunch service.
- Branch Supervisors will coordinate with District Staff for setup of the grab & go staging area at each individual branch location prior to June 15th beginning service.
- Staff will assist district staff as needed, considering social distancing standards.

Summer Reading Challenge Services:

- All ages can sign up online through Beanstack or by calling library staff to sign up over the phone.
- Readers may choose to read 10 books or 10 hours.
- Some prizes will be distributed digitally.
- We anticipate that physical prizes will be picked up in July and August. They will be assembled in advance by library staff and handed out during curbside services.

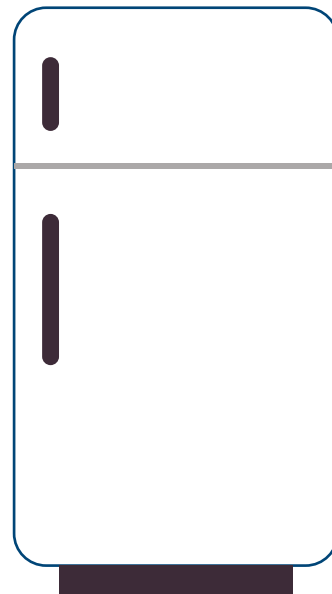
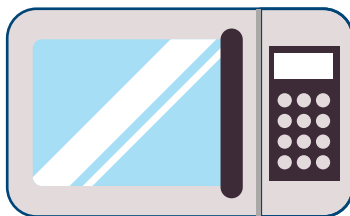
Transition to Public Services:

- Curbside services will extend through August.
- In July and August, the Library will reassess, based upon guidance from state guidelines, the reopening of library buildings to the public.
- If necessary, curbside services may be extended longer.
- There will be capacity limits on the number of customers inside the buildings.
- Customers will be required to wear a mask.
- All lounging furniture will be relocated from public areas to discourage loitering.
- Public computer sessions will be by appointment only.
- Open public computer stations will have 6 feet between one another.
- Customers will enter the building through an appointment only system.
- We anticipate that we will conduct temperature screening at the door.

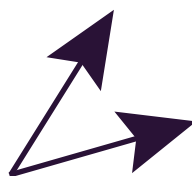
Important Reminder

It is important that we are vigilant in observing these safety procedures and all staff must comply. Staff who do not comply may face disciplinary action. If you have concerns or believe you need individual accommodations related to the safety procedures, please speak with your Regional Librarian.

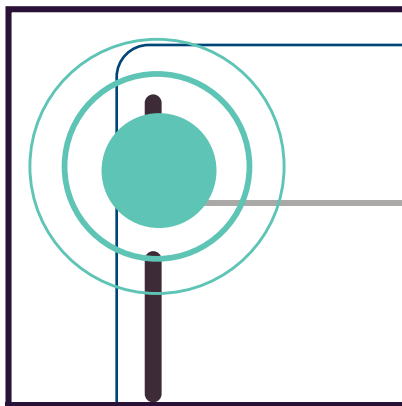
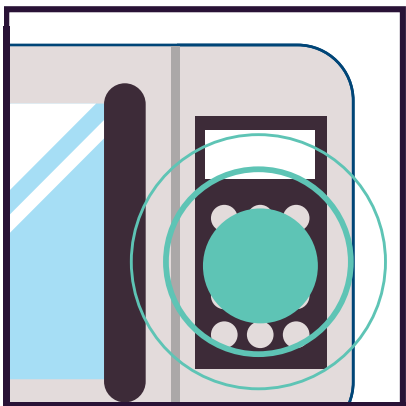
COVID-19 *Library* APPLIANCE PROCEDURES



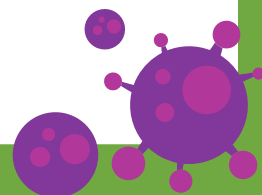
USE DISINFECTANT EVERYWHERE YOU TOUCH
ON MICROWAVES AND FRIDGES



INCLUDING HANDLES AND TOUCHPADS



ALL DONE!



COVID-19

Library

RESTROOM PROCEDURES



**RECOMMENDED: 1
PERSON AT A TIME**



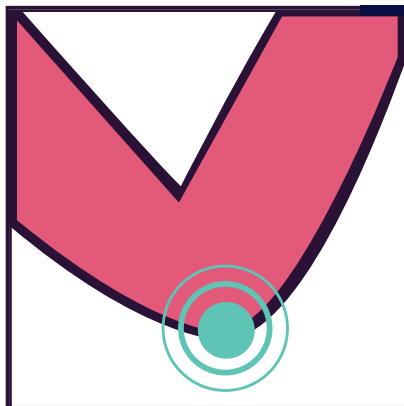
WEAR A MASK



**USE DISINFECTANT
ON TOILET SEAT &
FIXTURES**



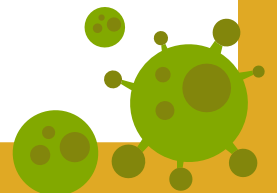
**WASH HANDS
20 SECONDS**



**USE ELBOW TO OPEN
DOOR**



ALL DONE!



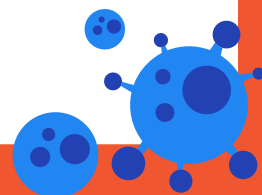
COVID-19

Library

ELEVATOR PROCEDURES



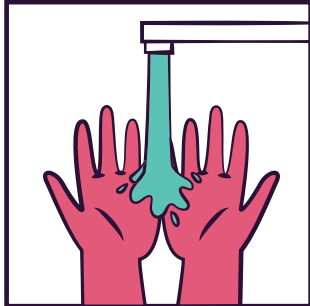
ONLY ONE
PERSON AT A TIME



COVID-19

Library

HANDWASHING PROCEDURES



RINSE HANDS



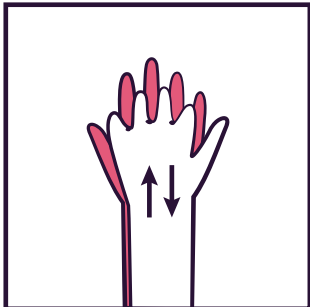
APPLY SOAP



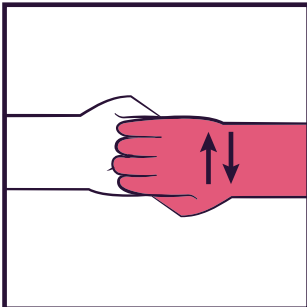
SCRUB PALMS



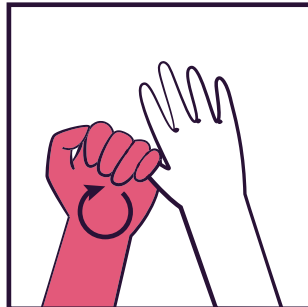
**SCRUB FOR
20 SECONDS**



**SCRUB BETWEEN
FINGERS**



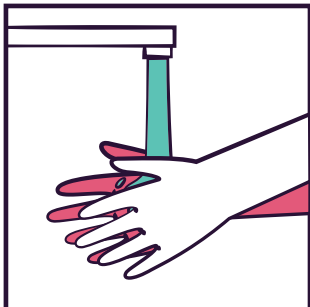
**SCRUB FINGERS ON
YOUR PALMS**



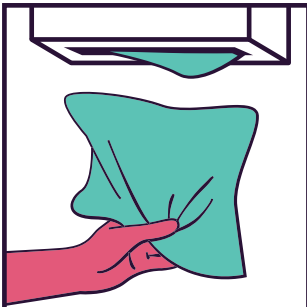
SCRUB THUMBS



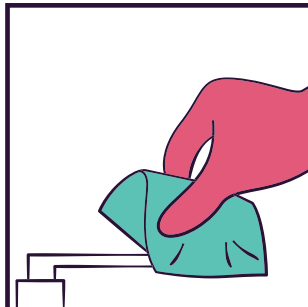
**SCRUB FINGERNAILS
AND FINGERTIPS**



RINSE HANDS



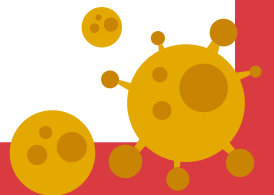
**USE ELBOW TO TRIGGER
PAPER TOWEL RELEASE
& GRAB PAPER TOWELS**



**DRY HANDS & USE PAPER
TOWELS TO PROTECT
HANDS WHILE CLEANING
FIXTURES**



ALL DONE!



COVID-19

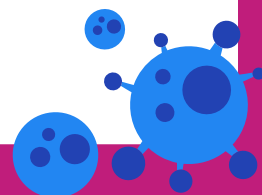
Library
**SAFETY
PROCEDURES**



Only



Please
**MAINTAIN SOCIAL
DISTANCE**



COVID-19

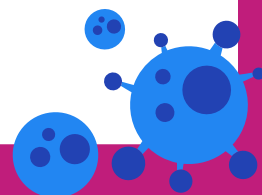
Library
**SAFETY
PROCEDURES**

ONE WAY

Only



Please
**MAINTAIN SOCIAL
DISTANCE**



COVID-19

Library
**SAFETY
PROCEDURES**



QUARANTINED ON

Please **DO NOT TOUCH.**

NOTES:

COVID-19
Library
**SAFETY
PROCEDURES**



**QUARANTINE
AREA
FOR MATERIALS**

Please **DO NOT TOUCH.**

COVID-19

Library
**SAFETY
PROCEDURES**



Please
MAINTAIN SOCIAL DISTANCE

