



Mukwonago Community Library ‘Return to Normal’

Adopted by the Board of Trustees of the Mukwonago Community Library on May 19th, 2020

Updated by the Board of Trustees on November 12th, 2020

“Libraries that incorporate social activities or community gatherings into their services should refer to the “community centers” category, ranking as medium contact intensity, high contact numbers, and medium modification potential” (Johns Hopkins Public Health Principles for a Phased Reopening). With the Mukwonago Community Library’s role as a community center, hosting social and community gatherings, there are four factors to keep in mind while considering how to safely reopen.

- 1: High Foot Traffic (average of 544 patrons/day in June 2019)
- 2: Exchanging of materials across large groups of people (average 1,255 checkouts/day in June 2019 across multiple cities and counties)
- 3: Nature of Building Use (patrons use library to browse/meet. Every surface is high touch).
- 4: Unknown Role of Children in Transmission (potential for children as asymptomatic carriers)

Additionally, MCL staff will not be using the term ‘reopening’ as we do not want to give out false expectations. These plans are contingent upon adequate safety supplies, completing preparation of the building, and adequate staff remaining healthy and able to work. The press releases to the public will be phrased such as (for example) ‘In addition to curbside service, we are now offering services such as scheduled computer appointments and in-person hold pickups.’ As an FYI, offering curbside service is a very labor-intensive operation for library staff. We are days behind in backlog and for that reason, our date to offer additional services begins now on June 1st. Press releases to the public will follow either by end of this week or beginning of next.

For the 'phases' without dates listed: We plan to move into new phases once staff have adequate time to see how the current phase is going, and to prep the building for the next phase. We will move as quickly as we can safely. As we go, we might need to adjust our plans. Hence the Stay-At-Home phase is also listed should we ever go back under such an order.

Sources:

- 1) <https://wedc.org/wp-content/uploads/2020/05/COVID-19-General-Guidelines.pdf>
- 2) <https://wedc.org/wp-content/uploads/2020/05/COVID-19-Public-Facilities-Guidelines.pdf>
- 3) <https://www.waukesha.org/coronavirus-business-resources/resources-for-reopening/>

- 4) <https://www.waukeshacounty.gov/globalassets/county-executive/covid/waukesha-county-issues-guidelines-to-safely-reopen-news-release.pdf>
- 5) <https://www.co.walworth.wi.us/DocumentCenter/View/3574/Reopening-Blueprint?bidId=>
- 6) <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
- 7) <https://medium.com/@john.alan.thill/a-phased-reopening-plan-for-libraries-as-covid-19-restrictions-are-lifted-2d96885c0c1d>

Introduction:

The following is a working plan for reopening the Mukwonago Community Library following a pandemic. The above sources were basic ideas gathered to structure the following document. At this time, the document will change routinely leading up to reopening as guidelines and recommendations are made available by the state, county, local municipality, CDC, and the Bridges Library System. The plan below is structured by various reopening phases and in a manner that will not jeopardize the health and safety of the MCL staff and the community we serve.

40 simultaneous library users (staff + patrons) for an average of 30 minutes is a safe amount of primarily unmasked users because of the size of the library square footage that will be available (See Furniture/Layout Section down below) and the return of fresh air the HVAC system provides. We will require masks for the staff, and encourage and provide them to the public.

Core Principles MCL will adhere to during these phases:

- 1) Improved hygiene procedures for cleaning and disinfecting common areas.
- 2) Staff to wear protective gear such as masks and gloves while administering public services. Per state mandate, patrons are required to wear face masks within the building. As of November 12th, 2020 the Board of Trustees has adopted also adopted a mask mandate following the guidelines and exemptions as laid forth by the CDC: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>
- 3) Continuing to allow teleworking where it makes sense from an operational standpoint.
- 4) Encourage or require testing of staff for the virus and/or for immunity to the virus.
- 5) MCL to dedicate the first two hours of operation each day (9:00 am – 11:00 am) to vulnerable patrons, such as pregnant women, people with weakened immune systems, and people older than 60.
- 6) Children 16 and under must be accompanied by a parent/guardian.

****These reopening phases are subject to change at any time based on recommendations from the CDC, guidelines from the Village of Mukwonago, Waukesha County, and/or State, and recommendations from Bridges Library System.**

Hygiene Materials and Social Distancing Measures:

- 1) Face masks - most protective masks in order of their protective properties: N95 respirators, surgical masks, cloth masks.

- a) *Instructions - putting on a mask:*

Put the mask on with the correct side facing out: Some masks have straps that you tie together. Others have elastic bands that go onto your head. Your handmade mask might have elastic loops for your ears. In any case, make sure you're putting the mask on with the correct side facing out.

Fit your mask to your face: If your mask has a flexible band across the top, press that against your nose and cheek bones to fit the mask to your face. If your mask is made of cloth, pull the bottom edge of the cloth downward to below your chin so that the mask opens up.

- b) *Taking a mask off:*

Undo ties or unhook elastic bands: Untie your mask from the back, or if it has elastic bands, remove those from your head or ears. Remove the mask without touching the front: The front of your mask could have germs on it. It's very important not to touch the front of the mask while you are taking it off. Discard or wash your mask: If you have a disposable mask, throw it away in the trash. If you have a cloth mask, it's best to put your mask directly in your washing machine or wash tub after taking it off to prevent contaminating other parts of your home.

Immediately wash your hands: This will protect you in case you accidentally touched germs while taking the mask off.

- c) *Washing your cloth mask:*

For cloth face coverings and handmade masks, follow the CDC's recommendations for laundering. Wash it with water and soap or detergent at the highest-temperature setting possible (according to the manufacturer's instructions). Then dry it completely.

- 2) Hand Sanitizer - must have 70% Isopropyl Alcohol. This should be widely available in the building for both patrons and staff. Two standing hand sanitizer stations (one in the foyer entrance and one in the center walkway of library) and hand sanitizer bottles available at the computer stations, copier, and service stations.
- 3) Cleaning products for surfaces and building spaces - The COVID-19 virus in particular can last up to 24 hours on paper and cardboard surfaces and up to 72 hours on plastic surfaces. When cleaning hand holds and surfaces in the library please clean with a bleach solution. (This solution is 5 T bleach per gallon of water). When and if that is not available, please consult and use another product from the [List N provided by the EPA](#).

- 4) Gloves - will be provided particularly in areas that it is hard to wash hands routinely when handling materials.
- 5) Cleaning Wipes - when and if supply allows for these, they will be made available in high traffic areas for staff and patrons. These should be used to routinely clean hand hold and keyboard surfaces.
- 6) Sneeze Guards or Screens at service area locations – at all service stations, screens or sneeze guards will be installed. Handling of materials and patron cards should be extremely limited.
- 7) Social Distancing to be maintained within the Library building and parking lot: Floor decals will be available throughout the entire library indicating where patrons and staff may stand. Stanchions to be used at all service stations to assist with patron lines and checkout.

Surfaces that will need to be cleaned frequently

** Cleaning will be completed by staff at the top of each open hour of the library. Service stations to be routinely sanitized and disinfected.*

*** Custodian to clean entire library each evening.*

****All brochures, Book Pages, etc. to be removed from public access.*

- Staff areas, keyboards, and phones
- Door handles
- Elevator button
- Handicap door buttons (until handicap buttons are replaced with sensors for people to simply wave for the door to open)
- Shopping Carts / Bins
- Service stations
- Computer keyboards and desks
- Copier(s)
- Self-checkout machines
- Bathroom Doors (also to have foot door openers installed)

Further Signage:

- Water Fountain not available; please ask at Desk if you need water
- Handwashing and CDC recommendations to remain up
- Signs at public computers indicating which are closed
- Two people maximum in the staff breakroom
- Self-checkout stations indicating that they are wiped down after each use and to not use their own spray disinfectants on them
- FAQs posted around the library on safety measures we are taking

- Please do not wash/clean library materials at home

Stay at Home Order – Phase: Present to June 1st

Services provided during Stay At Home order:

- Access to wireless internet outside library.
- Curbside service hold pickup outside the front of the building.
- Virtual programs.
- Assistance via email and phone during curbside service hours.
- The ordering and processing of new physical library materials.

Logistics:

- 1) *Entrance and Exit into the Building:* Entrance to the building is restricted to staff performing critical operations and staff obtaining supplies needed to work at home. Staff should text or call one another when and if they are in the building to maintain minimal staff in the building at any one time.
- 2) *Hygiene materials and procedures:* Staff should procure all the cleaning and hygiene materials in the section above called 'Hygiene materials needed for opening'. Staff must maintain social distancing procedures with one another and wear masks and gloves when dealing with the public during any curbside services.
- 3) *Holds pickup:* No holds pickups should take place until a curbside service is accepted within a Stay At Home order. At that time, only materials from the library may be put on hold until van delivery services are resumed.
- 4) *Materials Handling:* Current studies suggest the virus remains present on plastic surfaces for up to 72 hours and on cardboard and paper surfaces for up to 24 hours. With this in mind, different material types may require different handling or all materials may require quarantine for some period of time.
- 5) *Checkouts:* No checkout until curbside service is accepted in Stay At Home order.
- 6) *Programs:* Only virtual programs would be allowed under a Stay at Home Order.
- 7) *Outreach Visits:* Outreach visits should not occur.
- 8) *Home Delivery:* No home delivery services should be offered because they are not classified as essential travel under a Stay at Home Order.
- 9) *Internet Access:* Access is limited to wireless access outside from outside the library.
- 10) *Technology Help:* No technology help except what help can be provided over the phone.
- 11) *Materials Processing and Ordering:* Ordering should be focused on digital materials and high demand future releases for physical items. Processing of newly arrived orders should wait until some restrictions are lifted or curbside service becomes available.
- 12) *Shared Materials in the Library:* None of these can be shared at this time.

13) *Returns*: Return of materials is accepted via the book drop. Items will be quarantined the appropriate time. However, material returns are considered non-essential travel under a Stay at Home Order so patrons are encouraged to keep their items. Staff handling of material should be at an absolute minimum.

Phase 1 (June 1st – TBD):

Services Provided in Phase 1:

- Metered access to the building by the public to ensure that social distancing is maintained and that no more than the recommended number are gathered within library facilities. The library would be open regular hours.
- Core desk functions could resume with the possibility of staffing some desks with priority given to the main public service desk at each location.
- In-building hold pickup, however, curbside service is *heavily encouraged*.
- The shelving of returned library materials after a quarantine period. All quarantined materials are quarantined for 72 hours.
- Access to library collections by the public.
- Access to checkout services at two service stations with a screen between staff and patrons and two self-checkout machines.
- Access to faxing, scanning, and photocopying services.
- Virtual programs.
- Access to portions of the computer lab with improved social distancing measures, such as the removal of some stations or through making some computers unavailable.
- Home delivery services with social distancing and hygiene procedures.
- Reference and computer assistance will be relegated to help that can only be accommodated at the reference desk. Computer usage will be 'independent' at this time because social distancing prevents us from being able to assist in any normal capacity.
- Outside organizations meeting room use is not possible during this phase.

Logistics:

- 1) *Entrance and Exit into the Building*: Staff can resume most desk functions, but the number of people in the building will be limited through monitoring procedures during open hours. Separate hours for vulnerable populations will be 9:00 am – 11:00 am each day. Circulation staff will monitor the number of staff and patrons in the building to maintain this phases' group limitations. Disposable masks will be made available to the public.
- 2) *Hygiene materials and procedures*: Staff should continue to procure all the cleaning and hygiene materials in the section above called 'Hygiene materials needed for opening'.

Staff must maintain social distancing procedures with one another and wear masks when in the public spaces of the library. If staff are behind a screen or in their personal workspaces they are not required to wear a mask. The custodian will work normal hours in the evening to sanitize, disinfect, and prepare the library for opening the next day.

See the section **Surfaces that will need to be cleaned frequently above.**

- 3) *Holds pickup*: Curbside pickup will continue to reduce in building numbers. Patron checkout and hold pickup in the library will begin with strong limits on staff contact. Circulation staff will work behind a screen or sneeze guard between them and patrons.
- 4) *Materials Handling*: All materials returned will be quarantined for up to 72 hours before being made available to the public or being handled by staff without protective measures.
- 5) *Checkouts*: Curbside pickup will continue to reduce in building numbers. Patron checkout and hold pickup in the library will begin with strong limits on staff contact. Circulation staff will work behind a screen or sneeze guard between them and patrons. Circulation staff will call patrons who have incoming holds during any time that holds notifications are turned off. Self-checkouts could be used, though self-check station will require frequent disinfecting with the use of an electronics safe spray and stylus pens. The stylus pens will be sanitized regularly.
- 6) *Programs*: Only virtual programs will be allowed.
- 7) *Outreach Visits*: Outreach visits should not occur.
- 8) *Home Delivery*: Some home delivery may be possible on a case by case basis with staff employing extra protective measures such as wearing face masks, gloves and ensuring that all distributed materials have been quarantined for an adequate length of time. To some degree, these services may be limited on a case by case basis by individual residential facilities who may impose stricter limits due to primarily housing vulnerable populations. Staff and those receiving services would be required to follow strict social distancing procedures. Materials should be dropped at doorsteps as opposed to handed to patrons.
- 9) *Internet Access*: Under these restrictions it may be possible to allow use of the computer stations in the main part of the library, however, to maintain recommended social distancing every other computer in the lab will be removed or put out of order and disinfected between uses. Access to computers will be limited in conjunction with imposed capacity limits on how many people are present in the Library at any given time. Patrons will have to schedule times to use the computers. Headphones have also been removed from all computer stations. MCL has purchased more earbuds which patrons may request for use.
- 10) *Technology Help*: Technology help would not be provided except in cases where social distancing can be maintained.
- 11) *Materials Processing and Ordering*: Processing can occur if it can be done safely while maintaining social distance in work spaces. It will be time to consider commencing to

order more bestsellers and other high circulation new items in preparation for further lifting of gathering or social distancing recommendations.

- 12) *Shared Materials in the Library:* 'Shared materials' in their spaces range from office supplies such as staplers and hole punches to equipment like headphones, in-house games and toys. No shared materials would be offered besides public printers and photocopiers. Newspapers and Periodicals (current edition of periodicals to be put into circulation) will not be accessible. Staff will each have an individual toolkit with pens and office equipment for their own use.
- 13) *Furniture/Layout:* Most furniture within the building will be removed, however, some seating will have to remain so we are ADA compliant. The children's play area, Young Adult area, and the coffee corner are closed during this phase. Meeting rooms will not be available for scheduling during this phase.

Furniture Removed:

- Several Chairs from Adult Area
- All furniture from Teen Area
- All furniture from Children's Area
- Children's Gaming Computers
- Toys from Children's Area
- Computers in Adult Area have been spaced out every other computer (other chairs removed and will be rotated)
- Children's shopping carts
- Two square tables from Adult Area
- Two chairs from remaining tables in Adult Area
- Two chairs by coffee corner
- Several chairs from front of the children's desk
- One chair from ADA computer at Circulation Desk
- Stapler and other shared equipment from Copier/Scanning Area
- Several Armchairs removed from Adult Area – remaining comply with social distancing

- 14) *Study Rooms:* Study Rooms are available. Patrons must sign-in at the Information Services Station. Proctoring by appointment.
- 15) *Quarantine Area:* An area is set up to house in coming returns from patrons and other libraries. Materials returned will be quarantined for up to 72 hours before being made available to the public or being handled by staff without protective measures. Returned materials will be clearly marked with the first day that materials may be handled by staff. Check-in and returns will only be processed after 72 hours.
- 16) *Book drop and hold materials from other libraries:* All materials returned will be quarantined for up to 72 hours before being made available to the public or being handled by staff without protective measures.

- 17) *MetaSpace 511 and Memory Lab*: There will be no access to MetaSpace 511. Access to the Memory Lab will be permitted by appointment only but technology help will have to be relegated to assistance at the Information Services Station. The microfiche may also be used by appointment only.
- 18) *Tax Forms*: Tax Forms are available.
- 19) *Notary Appointments*: Notary services available by appointment only.
- 20) *Book Sale*: Book sale is open for patron browsing.

Phase 2 (TBD):

Services Provided in Phase 2:

- Metered access to the building by the public to ensure that social distancing is maintained and that no more than the recommended number are gathered within library facilities. The library would be open regular hours.
- Core desk functions could resume with the possibility of staffing some desks with priority given to the main public service desk at each location.
- In-building hold pickup.
- The shelving of returned library materials after a quarantine period. All quarantined materials are quarantined for 72 hours.
- Access to library collections by the public.
- Access to checkout services at four service stations with a screen between staff and patrons.
- Access to faxing, scanning, and photocopying services.
- Public programs with pre-registration and defined social distancing protocols.
- Access to portions of the computer lab with improved social distancing measures, such as the removal of some stations or through making some computers unavailable.
- Reference and computer assistance will be relegated to help that can only be accommodated at the reference desk. Computer usage will be 'independent' at this time because social distancing prevents us from being able to assist in any normal capacity.
- Use of MCL Book Bike for outreach visits.

Logistics:

- 1) *Entrance and Exit into the Building*: Staff can resume some desk functions, but the number of people in the building would need to be limited through monitoring procedures during open hours. Separate hours for vulnerable populations could be considered. Circulation staff will monitor the number of staff and patrons in the building to maintain this phases' group limitations.

- 2) *Hygiene materials and procedures:* Staff should continue to procure all the cleaning and hygiene materials in the section above called 'Hygiene materials needed for opening'. Staff must maintain social distancing procedures with one another and wear masks when in the public spaces of the library. If staff are behind a screen or in staff only areas they are not required to wear a mask. The library will close one hour earlier every day to allow staff time to clean the space prior to the opening of the following business day. Cleaning will be completed by service desk staff at the top of each open hour of the library. See the section **Surfaces that will need to be cleaned frequently above**.
- 3) *Holds pickup:* Patron checkout and hold pickup in the library will begin with strong limits on staff contact. Circulation staff will work behind a screen or sneeze guard between them and patrons.
- 4) *Materials Handling:* All materials returned will be quarantined for up to 72 hours before being made available to the public or being handled by staff without protective measures.
- 5) *Checkouts:* Curbside pickup would continue. Patron checkout and hold pickup in the library will continue with strong limits on staff contact. Circulation staff will work behind a screen or sneeze guard between them and patrons. Designated circulation person at the desk for a certain number of hours to one station only. This way the keyboard and phone are designated for that one person. Self-checkouts could be used, though self-check station will require frequent disinfecting with the use of an electronics safe spray and stylus pens. The stylus pens will be sanitized regularly.
- 6) *Programs:* The library will consider hosting programs geared toward economic development and other critical services only if strong social distancing measures can be employed and only in cases where attendees have pre-registered. Programs such as storytimes will still be disallowed due to the difficulty of enforcing distancing protocols with children.
- 7) *Outreach Visits:* Some outreach visits could occur on a facility by facility basis. This would also depend on the venue where services are being offered. Considerations should include: Is there a way to monitor and control how many people enter the venue? Are there typically more than fifty people inside the venue at any given time? Does the venue predominately serve more vulnerable populations? If the answer to any of these questions is yes, it may be best to forego offering services in these locations until restrictions are fully lifted. The MCL Book Bike may be used during Phase 2 with all precautionary measures in place.
- 8) *Home Delivery:* Some home delivery may be possible on a case by case basis with staff employing extra protective measures such as wearing face masks, gloves and ensuring that all distributed materials have been quarantined for an adequate length of time. To some degree, these services may be limited on a case by case basis by individual residential facilities who may impose stricter limits due to primarily housing vulnerable populations. Staff and those receiving services would be required to follow strict social

distancing procedures. Materials should be dropped at doorsteps as opposed to handed to patrons.

- 9) *Internet Access*: Under these restrictions it may be possible to allow use of the computer stations in the main part of the library, however, to maintain recommended social distancing every other computer in the lab should either be removed or put out of order and disinfected between uses. Access to computers would need to be limited in conjunction with imposed capacity limits on how many people are present in the Library at any given time.
- 10) *Technology Help*: Technology help would not be provided except in cases where social distancing can be maintained.
- 11) *Materials Processing and Ordering*: Processing can occur if it can be done safely while maintaining social distance in work spaces. Ordering and processing of physical materials will ramp up during this period, though it still may be necessary to process materials in shifts so that social distancing can be maintained within work spaces.
- 12) *Shared Materials in the Library*: 'Shared materials' in their spaces range from office supplies such as staplers and hole punches to equipment like headphones, in-house games and toys. Newspapers and Periodicals (current edition of periodicals to be put into circulation) will not be accessible. No shared materials would be offered besides public printers and photocopiers.
- 13) *Furniture/Layout*: In all public spaces, any social area with furniture will have moved to establish a 6ft space between patrons. Children's play area and teen areas – TBD. Meeting rooms will be available.
- 14) *Study Rooms*: Study Rooms are available. Patrons must sign-in at the Information Services Station. Proctoring by appointment.
- 15) *Quarantine Area*: An area is set up to house in coming returns from patrons and other libraries. Materials returned will be quarantined for up to 72 hours before being made available to the public or being handled by staff without protective measures. Returned materials will be clearly marked with the first day that materials may be handled by staff. Check-in and returns will only be processed after 72 hours.
- 16) *Book drop and hold materials from other libraries*: All materials returned will be quarantined for up to 72 hours before being made available to the public or being handled by staff without protective measures.
- 17) *MetaSpace 511 and Memory Lab*: Access to MetaSpace 511 by appointment only. Access to the Memory Lab will be also permitted by appointment only but technology help will have to be relegated to assistance at the Information Services Station.
- 18) *Tax Forms*: Tax Forms are available as still needed.
- 19) *Notary Appointments*: Notary services available by appointment only.
- 20) *Book Sale*: Book sale is open for patron browsing.

Phase 3 (TBD):

Services Provided in Phase 3:

- Restore any lab computers that have been removed to accommodate social distancing.
- Clear backlog of quarantined items and return to conventional turnaround on shelving items.
- Full checkout services including self-checkout machines
- Re-staff and schedule for all operations.
- Determine how virtual programs fit into the spectrum of services going forward.
- Resume in-person programming while maintaining all personal health protocols except physical distancing of 6 feet is no longer required
- Ramp up ordering and processing of materials and clear any backlog.
- Reset changes to due dates and patron block criteria changed at the beginning of the crisis. Reset changes made to any collections that were not holdable prior to the crisis.
- Access to meetings rooms for outside organization use.
- Use of MetaSpace 511 and Memory Lab fully resume.

Adopted by the Mukwonago Community Library Board of Trustees on May 19th, 2020.

Response to Confirmed Case of Infection at Library Checklist

On February 4, 2020, the State Epidemiologist declared COVID-19 a Category I reportable disease. This means that any suspected case of COVID-19 must be reported immediately by telephone to the patient's local health officer, and a case report must be filed through the Wisconsin Electronic Disease Surveillance System (WEDSS) within 24 hours. Public health intervention then follows. Each suspected or confirmed case of COVID-19 is then investigated, and those with exposure to the patient are assessed for risk. For employers and coworkers this is good news because anyone in contact with a suspected case should be given guidance from health professionals as part of the investigation.

1. If a staff member or household family member is sick they should not report to work. Contact a supervisor immediately.
2. If a staff member starts to feel unwell at work, they should leave immediately.
3. If the staff member cannot leave right away they should be immediately separated from the rest of the staff until they can leave.
4. If a staff member with a confirmed case of COVID-19 has been in the Library, you will be contacted by health officials. They will give guidance about closing the Library or restricting access to people or parts of the building. If there is a suspected case (not one that has been tested and confirmed by health officials), treat this like a confirmed case.
5. Clean and disinfect facility or area where ill staff member worked thoroughly. It is recommended to close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection. Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
6. In most cases, you do not need to shut down your facility. If it has been less than 7 days since the sick employee has been in the facility, close off any areas used for prolonged periods of time by the sick person:
 - a. Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
 - b. During this waiting period, open outside doors and windows to increase air circulation in these areas.
 - c. If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.
7. Follow the CDC [cleaning and disinfection recommendations](#):

- a. Clean dirty surfaces with soap and water before disinfecting them.
 - b. To disinfect surfaces, use [products that meet EPA criteria for use against SARS-Cov-2external icon](#), the virus that causes COVID-19, and are appropriate for the surface.
 - c. Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.
 - d. You may need to wear additional PPE depending on the setting and disinfectant product you are using. For each product you use, consult and follow the manufacturer's instructions for use.
8. Determine which employees may have been exposed to the virus and may need to take additional precautions:
- a. Inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the [Americans with Disabilities Act \(ADA\) external icon](#).
 - b. Most workplaces should follow the [Public Health Recommendations for Community-Related Exposure](#) and instruct potentially exposed employees to stay home for 14 days, telework if possible, and self-monitor for [symptoms](#).

Revision History

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| 14 May 2020 | Adopted by the Mukwonago Community Library Board of Trustees |
| 19 May 2020 | Rescinded motion to mandate patrons to wear face masks but use the verbiage instead 'strongly encourage' |
| 12 November 2020 | Adopted a separate mask mandate requirement for patrons under the section 'Core Principles MCL will adhere to during these phases', Item 2: As of November 12 th , 2020 the Board of Trustees has adopted also adopted a mask mandate following the guidelines and exemptions as laid forth by the CDC |