



Hudson Area Public Library: Pandemic Service Planning

Effective Date: *March 15, 2020*

1. Overview of Executive Order

1.1. Safer-at-Home Order and extensions

- 1.1.1. The original order closed public libraries until April 6, 2020.
- 1.1.2. Subsequently, the order was extended until April 24, 2020 and, again until May 26, 2020. *Most recent updated, April 15, 2020*

1.2. Most Recent Order & Changes effecting Public Libraries (added April 17, 2020)

- 1.2.1. <https://evers.wi.gov/Documents/COVID19/EMO28-SaferAtHome.pdf>
- 1.2.2. From the order:

Libraries. Public libraries shall remain closed for all in-person services, except that they may provide the following services:

- On-line services and programming.
- Curb-side pick-up of books and other library materials, if all operations are performed by one person in a room or confined space. Materials must be requested online or by phone before pick-up. The library may not require a signature from the patron. The library must schedule pickups to ensure compliance with Social Distancing Requirements as defined in Section 16 of the Safer at Home Order.
- Any Essential Governmental Function.
- Food distribution.



2. Library Services Plans Overview

2.1. Phases I, II & III:

Phase III approved by Library Board on 3/14/2020 & implemented on 3/15/2020

Service Levels	Phase I / II	Phase III
Library Pandemic Response Level	Level I / II	Level III: Temporary Closure
State Mandate	Social Distancing	Safer at Home Order in Place
Hours of Operation	Regular Hours	None
Materials	Stacks Open	Digital Only
Services	All services, toys removed, social distancing (computers, etc.)	Digital Only
Check-Out Method	Self-Check	Digital Only
Returns	Book Drops Open, All Materials Deadlines Enforced	None, Auto-Renewal
Staff in Building	All staff report as scheduled	< =3 With Advance Approval
Programs	Phase I: Programs limited to groups of 10 or less; Phase II: In-person programming cancelled	Virtual Programming provided by staff and others

2.2. Modified Phase III with Curbside Service

Effective: April 27, 2020

Service Levels	Phase III: Curbside Pickup
Library Pandemic Response Level	Level III: Temporary Closure
State Mandate	Safer at Home Modified
Hours of Operation	Curbside Service: Limited (M-T-F 10-4 & Th 10-6)
Materials	Digital Encouraged, Curbside Pickup w/ Phone, Email, or Virtual Online Orders
Services	Digital Only
Check-Out Method	Curbside Only
Returns	Limited Hours for Outdoor Book Returns
Staff in Building	Limited, <=5
Programs	Virtual Programming provided by staff and others

2.3. Phase III Modified Services: Curbside + Lobby Open – **TO BE DEVELOPED**



Service Levels	Lobby & Main Desk
Library Pandemic Response Level	Level III: Temporary Closure
State Mandate	Social Distancing, No Groups above ###, TBD on future Exec Orders?
Hours of Operation	Limited (M-T-W-F 10-4 & Th 10 -6))
Materials	Digital Encouraged, Curbside, Main Desk Access Limited
Services	Copy, Fax, Scan
Check-Out Method	Curbside, Staff Only Check-Out /
Returns	Limited Hours for Outdoor Book Drop ONLY
Staff in Building	Limited, <=5
Programs	Virtual Programs Continue, provision of Make-and-Take Supplies

2.4. Phased Reopening based on State and Local Orders: **To be developed**

3. Phase II: Approved by Library Board on 3/10/2020

4. Phase III: Closure Approved by Library Board on 3/14/2020 with closure effective immediately.

4.1. Staff will be paid for all normal hours through April 6, 2020

4.2. Virtual Services to be developed, as quickly as possible.

4.3. All returns quarantined for sufficient amount of time.

4.4. Personal Protection Protocols implemented.

5. Phase III – Contactless Curbside Services Allowed

Effective: April 27, 2020

5.1. Service Hours & Days

5.1.1. Implementation Date: April 27, 2020

5.1.2. Service is contingent upon the weather. No curbside service will be provided in inclement weather, including rain, snow, and severe conditions.

5.1.3. Service Hours & Days:

- 10:00 AM to 4:00 PM (Monday, Tuesday, Friday)
- Service Hours: 10:00 – 6:00 PM (Thursday)



- Weather may affect service—no curbside service will be provided when it is raining and / or rain is imminent.

5.2. Patron Procedures for Requesting Materials

5.2.1. Requesting Materials Online

- MORE Procedures for Requesting Local Materials (for Patrons)

Step 1: Go to the library's website: www.hudsonpubliclibrary.org

Step 2: Go to "My Account" and login.

Step 3: Enter a search term ("movies" and "books" are valid search terms)

Step 4: On left side of screen, filter your search:

Select "Available Now"

Select "Hudson" then close "X" window

Additional filters for Available Now

- ☐ Anywhere (36,327)
- ☐ Altoona (8,512)
- ☐ Augusta (2,978)
- ☐ Balsam Lake (2,949)

- ☒ Hudson (36,327)
- ☐ Amery (6,097)
- ☐ Baldwin (4,308)
- ☐ Barron (5,366)

Step 5: Search results will be limited to titles available and hold-able at Hudson.

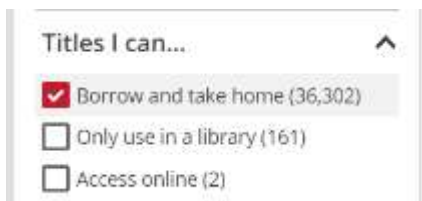
Step 6: To exclude "e-books" and "audiobooks" filter Format:

Step 7: Scroll down to: "Titles I can...."



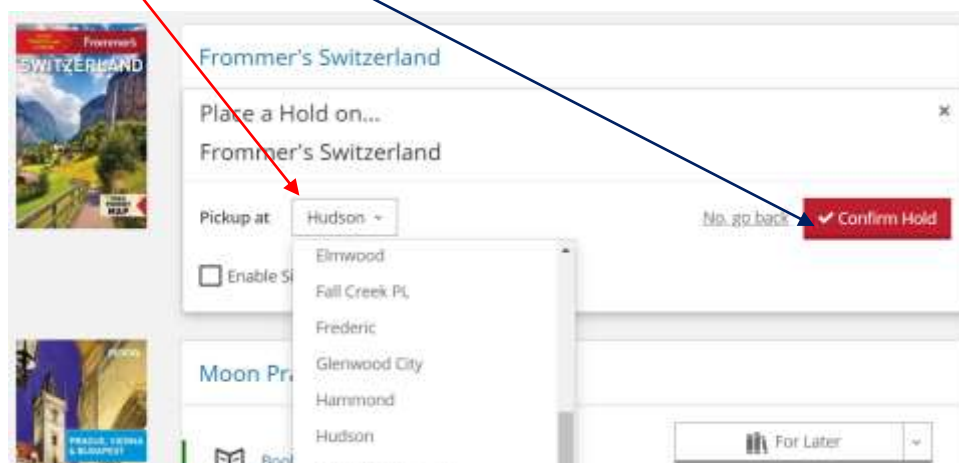
Click on “Titles I can....”

Select: “Borrow and take home”



Step 8: Once you have found an item,

- Select- “Place a Hold” and
- Select pickup location “Hudson”
- Confirm Hold



5.2.2 Requesting Materials by Phone & Email

Patrons may request materials by phone or by email. Phone and email orders may include “Binge Boxes” or “Educator Requests”. A “binge box” is a collection of staff selected materials based on a patron’s request for a specific topic, genre, author, format, etc. Limit of 15 items per box including no more than 2 DVDs. An “Educator Request” is the same concept with a focus on educational topics and is intended for homeschool families, teachers, and academic support materials that are selected by staff based on request.



5.3. Staff Procedures

5.3.1. Create a paging list:

- In Sierra go to “Create Lists”
- Select the review file “HU Curbside Paging”
- Select “Search Records” tab (orange button at top)
- Select “Re-run existing query”
- When complete, sort list: 1.) Select the “Sort Records” button; 2.) Select “Apply Saved Sort” from the bottom of the window; 3.) Select “Curbside Paging” then “Select”; 4.) Select “Sort” back on the initial window.

5.3.2. Print List:

- Select “List Records” button
- Select “Apply Saved List” at bottom of the window.
- Select “Curbside Paging” from the “List Name” lists (it’s near the bottom).
- List will print to standard printer or you can email list to print.

5.4. Daily Paging List: 2 Staff Persons per day will pull requested materials.

5.4.1. Use list provided by lead staff on duty.

5.4.2. Pull items and scan to fill holds.

- When scanning be sure to read the screen and override, as needed. We want to be sure that we are providing the materials to Hudson patrons and not putting items in delivery bins. Only fill holds that are to be picked up at Hudson. **Do NOT fill holds, if an item scans to fill another library’s hold follow the screen prompts to override this action.**

5.5. Daily: Notify Patrons of Holds and Schedule Pick-up appointments

Completed by 2 Staff members: 1 at Children’s Desk / 1 at Adult Services Desk

5.5.1. Director will run hold pickup notices following instructions below.

- Send all to print queue.
- Print to email (or send to printer)
- List will be divide between daily scheduling staff.

5.5.2. Scheduling staff will:

- Contact patron & verify identity—patron must provide library barcode number and date of birth (month / day only).
- Inform patron that their hold is ready to be picked up.



5.5.3. Schedule pick-up time using Google Doc.

- Provide patron with choice of day.
- Provide available pick-up times (give 3 options). Must be 24-hours after order is pulled.
- Enter patron's name, phone number, and order number on spreadsheet.
- **Inform patron that they must pick up materials within 10 minutes of scheduled pick-up time. Materials not picked up within the 10-minute window will be checked back in.**
- Check materials out on patron's card.
- Bag material and attach due date slip and form (1/4 sheet) with pick up date / time / order number & location (Vine or PD).

Example:

Dear Patron:
For your protection, all materials
should be left in closed bag for 24
hours after pick up.

Pick up day: _Monday_

Pick up time: 12:00 p.m.

Order Number: _M-5_Vine_

Processed by: TLN

Thank you!



A World of Possibilities!

5.5.4 One staff person will organize orders in lobby, monitor order pick-up, and ensure orders are ready for contactless pick up.



6. Staff Safety

- 6.1. No more than 5 staff are allowed in the library at any given time. At this time, volunteers and members of the general public should not be allowed in the building.
- 6.2. Implement Self-Monitoring and onsite temperature checks per OSHA and Governor Evers' "Badger Bounce Back" plan recommendations.
 - 6.2.1. One hour prior to working onsite, staff members will complete the self-monitoring questionnaire. Staff should contact the Library Director, only if they respond to any of the question with a "yes". (See Appendix A)
- 6.3. Upon arrival at the library, each staff member will take their own temperature. If a staff person has a temperature of 100.4F or higher, then the staff person should return home and contact the Library Director, immediately.
- 6.4. Staff must wear gloves (provided) and follow handwashing protocols, as posted. Staff should wear Library provided face covering, or may provide their own facial coverings, including non-surgical masks, bandanas, or scarves. Covering must cover nose, mouth, and chin.
- 6.5. Block Scheduling will be implemented to ensure appropriate distancing and minimize staff contact.
- 6.6. Daily cleaning tasks, as well as end of shift cleaning tasks will be implemented.
- 6.7. To minimize contact with materials the following protocols should be followed:
 - 6.7.1. Regarding Returns:
 - Following quarantine period, one person removes items from book return and notes time & date of removal.
 - Materials should be left on cart for 24 additional hours before being checked-in by another staff person, *with the exception that when it is the same individual who is removing the items from the book drop and completing the check-in process, then the 24-hour rule does not apply.* (Ex. Jeff removes items from book drop, then Jeff may check-items in, and shelve items without a 24-hour quarantine between each step.)
 - The individual checking in materials should check-in one cart, then take the cart upstairs and shelve the material on the cart. The intent is to minimize contact by multiple individuals.



6.7.2. Regarding Paging Items:

- One person will pull and package hold orders per paging list. List will be emailed to individual staff responsible for pulling materials.
- Distancing (6-10 feet) must be maintained in the stacks and will be enforced.
 - 1.) Pull orders and sort into piles by requestor.
 - 2.) Once items are pulled and sorted, then the items can be scanned.
 - 3.) The same person who pulls and packages the order will schedule the pick-up appointment. Pick-up appointment must be 24-hours after the order is prepared.

7. Return of Materials Guidelines

7.1. Returns are discouraged; however due to ongoing returns the Library will implement a return schedule and quarantine protocols.

7.2. Drive-up return will be open Monday, Tuesday, Thursday, and Friday during service hours.

7.2.1. Patrons **WILL BE** charged for any returns left outside of the book drop (below the book drop, outside of the building, by entrance doors, or any other location)

7.2.2. Limited return hours and no in-person returns allowed.

7.3. Material Quarantine Protocol Recommendations

7.3.1. Quarantine Guidelines per Wisconsin Department of Public Instructions, Library Division. <https://dpi.wi.gov/pld/boards-directors/disaster-planning/coronavirus>

- From DPI, emphasis mine:

Update- March 30, 2020. In a webinar hosted by IMLS entitled "Mitigating COVID-19 When Managing Paper-Based, Circulating, and Other Types of Collections," Dr. David Berendes, PhD, MSPH, epidemiologist in the Waterborne Disease Prevention Branch of the CDC, focusing on global sanitation and hygiene issues, stated that 24 hours is an acceptable duration for materials quarantine. Dr. Berendes added that the CDC is not so concerned about books and other paper-based items (including mail and shipped packages) as a mode of transmission of the virus. As such, either disinfection of hard surfaces that tolerate wiping with the appropriate chemical disinfectants or a 24 hour materials quarantine will suffice. Dr. Berendes advised using these CDC cleaning and disinfecting instructions, which includes a link to the U.S. Environmental Protection Agency's "List N" disinfectants that meet EPA's criteria for use against SARS-CoV-2, the novel coronavirus that causes the disease COVID-19.



Webinar transcript link for review:

<https://www.imls.gov/sites/default/files//webinar/transcripts/covid-19-webinar-transcript.pdf>

7.3.2. Return Handling Recommendations from MORE:

- Continue to disallow returns, but check in items that come in via courier or end up at the library another way.
- Current recommendations suggest 24 – 72 hours between all points of human contact with library materials.
- Patron to check-in staff
- Check-in staff to staff preparing holds for pick-up, if different
- Hold prep staff to patron
- Check-in staff to courier driver (including bins)
- Courier staff to check-in staff
- Check-in staff to shelving staff

7.4. Protocol for returned materials at the Hudson Area Public Library

7.4.1. Return of materials should be discouraged.

7.4.2. Effective immediately, the return will be open from 10:00 AM – 4:00 PM on Monday, Tuesday, and Friday and 10:00 AM –6:00 PM on Thursday. **The return will remain LOCKED during all remaining periods of time.**

7.4.3. Patrons **WILL BE CHARGED** for any materials that are left anywhere other than the book drop (i.e., under the book drop, at the doors, inside the vestibule near the Police Department, when picking up a hold, or any other location).

7.4.4. Materials continue to be returned, therefore the following schedule will be implemented for accepting returns.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
Returns Accepted	Opens 10AM	Closed 4:00 PM	No Returns	Opens 10AM	Closes 4PM	No Returns		
Materials Quarantine Period		4:00 PM		10 AM (42 hrs.)	4:00 PM			10:00:00 AM (66 hrs.)
Material Check-in	CKI			CKI				CKI
Shelving		Shelve	Shelve	Shelve	Shelve	CLOSED	CLOSED	

3.5 Procedure for check-in and shelving materials.



- After quarantine periods, on Thursday & Monday mornings, prior to 10:00 AM the book drop should be emptied onto carts for check-in.
- Material should be sorted as it is placed on shelving carts. (Juvenile cart, Easy Books Cart, Adult Fiction, Adult Nonfiction, AV materials, etc.)
- Material should be checked-in and shelved one cart at a time, in other words check in an Adult Fiction cart, then take it upstairs and shelve the entire cart, then repeat the process.



Appendix A: Self-Assessment and Questionnaire

Step 1: Self - Assessment: **MONITORING YOUR HEALTH DURING COVID-19**

BEFORE COMING TO WORK

Assess Symptoms:

1. Do a daily health self-assessment check for:
 - a. Fever
 - b. New or worsening cough
 - c. Difficulty breathing or shortness of breath
 - d. New loss of smell or taste
2. If you have one or more of the symptoms above:
 - a. Notify the Library Director that you are sick.
 - b. Do not come to work.
 - c. Self-isolate and limit contact with others.
 - d. Seek advice by telephone from your healthcare provider.
3. If you develop emergency warning signs for COVID-19 seek medical attention immediately. Emergency warning signs include;
 - a. Trouble breathing.
 - b. Persistent pain or pressure in the chest.
 - c. Recent onset confusion or inability to be attentive
 - d. Bluish lips or face

CONSIDER EXPOSURE TO RISK

Do not come to work if:

1. You or a person you have close contact with has symptoms of COVID-19 or has a confirmed case of COVID-19.
2. You or a person that you have close contact with has travelled internationally within the past 14 days.
3. You or someone that you have close contact with has returned from domestic travel that requires self-isolation.
4. You or someone that you have close contact with has returned from domestic travel that requires self-isolation.



Step 2: Answering the questions below. Contact Library Director by phone (715-716-5070)

ONLY if you answer yes to any on the questions below.

COVID-19 Self- Assessment Questionnaire

Please answer YES or NO to the following questions:

- 1.) Have you recently had symptoms of respiratory illness (i.e. 100.4+ fever, cough, difficulty breathing, or loss of taste or smell?
- 2.) Have you returned from international travel within the past 14 days?
- 3.) Have you been in close contact with anyone who has traveled internationally within the past 14 days?
- 4.) Have you had close contact with anyone who has symptoms of a respiratory illness, or who has been confirmed positive with COVID-19, this may include caring for, living with, working a shift with, visiting, or sharing a healthcare waiting room)?
- 5.) Have you had continuous exposure to coughing, sneezing, kissing, sharing utensils, etc. with an individual with respiratory symptoms or a person with confirmed COVID-19?
- 6.) Does anyone in your immediate household have a job in a setting that is classified as high-risk such as:
 - a. a healthcare facility or setting that requires caring for people infected with COVID-19
 - b. a laboratory that process COVID-19 samples
 - c. a mortuary handling COVID-19 cases
- 7.) Do you fall into any of the following groups which are currently considered “high-risk” by the CDC?
 - 65 and older
 - Have underlying medical conditions such as heart disease, lung disease, diabetes, asthma, etc.
 - Have a weakened immune system

Again, if you answered yes to any of the above questions, please contact the Library Director, 715-716-5070 to discuss.



The following pages are from the CDC and are for informational purposes.

How to Protect Yourself and Others

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Avoid close contact** with people who are sick.
- **Stay at home as much as possible.**
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick**. www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



cdc.gov/coronavirus

Cover your mouth and nose with a cloth face cover when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face cover when they have to go out in public**, for example to the grocery store or to pick up other necessities.
 - » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes



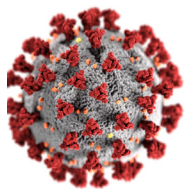
- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect



- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



Prevent the spread of COVID-19 if you are sick

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to help protect other people in your home and community.

Stay home except to get medical care.

- **Stay home.** Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated.
- **Get medical care when needed.** Call your doctor before you go to their office for care. But, if you have trouble breathing or other concerning symptoms, call 911 for immediate help.
- **Avoid public transportation, ride-sharing, or taxis.**



Separate yourself from other people and pets in your home.

- **As much as possible, stay in a specific room** and away from other people and pets in your home. Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.
- See COVID-19 and Animals if you have questions about pets: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#COVID19animals>



Monitor your symptoms.

- **Common symptoms of COVID-19 include fever and cough.** Trouble breathing is a more serious symptom that means you should get medical attention.
- **Follow care instructions from your healthcare provider and local health department.** Your local health authorities will give instructions on checking your symptoms and reporting information.



If you develop **emergency warning signs** for COVID-19 get **medical attention immediately.**

Emergency warning signs include*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

Call 911 if you have a medical emergency. If you have a medical emergency and need to call 911, notify the operator that you have or think you might have, COVID-19. If possible, put on a facemask before medical help arrives.

Call ahead before visiting your doctor.

- **Call ahead.** Many medical visits for routine care are being postponed or done by phone or telemedicine.
- **If you have a medical appointment that cannot be postponed, call your doctor's office.** This will help the office protect themselves and other patients.



If you are sick, wear a cloth covering over your nose and mouth.

- **You should wear a cloth face covering over your nose and mouth** if you must be around other people or animals, including pets (even at home).
- You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.



Note: During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Cover your coughs and sneezes.

- **Cover your mouth and nose** with a tissue when you cough or sneeze.
- **Throw used tissues** in a lined trash can.
- **Immediately wash your hands** with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



Clean your hands often.

- **Wash your hands often** with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Use hand sanitizer** if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water are the best option**, especially if your hands are visibly dirty.
- **Avoid touching** your eyes, nose, and mouth with unwashed hands.



Avoid sharing personal household items.

- **Do not share** dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- **Wash these items thoroughly after using them** with soap and water or put them in the dishwasher.



Clean all “high-touch” surfaces everyday.

- **Clean and disinfect** high-touch surfaces in your “sick room” and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.
- **If a caregiver or other person needs to clean and disinfect** a sick person’s bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and wait as long as possible after the sick person has used the bathroom.



High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

- **Clean and disinfect areas that may have blood, stool, or body fluids on them.**

- **Use household cleaners and disinfectants.** Clean the area or item with soap and water or another detergent if it is dirty. Then use a household disinfectant.
 - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
 - Most EPA-registered household disinfectants should be effective.

How to discontinue home isolation

- People **with COVID-19 who have stayed home (home isolated)** can stop home isolation under the following conditions:
 - **If you will not have a test** to determine if you are still contagious, you can leave home after these three things have happened:
 - You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)

AND

 - other symptoms have improved (for example, when your cough or shortness of breath has improved)

AND

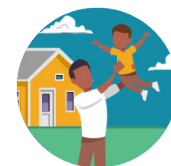
 - at least 7 days have passed since your symptoms first appeared.
- **If you will be tested** to determine if you are still contagious, you can leave home after these three things have happened:
 - You no longer have a fever (without the use of medicine that reduces fevers)

AND

- other symptoms have improved (for example, when your cough or shortness of breath has improved)

AND

- you received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.



In all cases, follow the guidance of your healthcare provider and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on local circumstances.

Cleaning And Disinfecting Your Facility

Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

How to clean and disinfect

Wear disposable gloves to clean and disinfect.

Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.



High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.** **Follow the instructions on the label** to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

Leave solution on the surface for **at least 1 minute**

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water
- OR
- 4 teaspoons bleach per quart of water
- **Alcohol solutions with at least 70% alcohol.**

Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.



cdc.gov/coronavirus

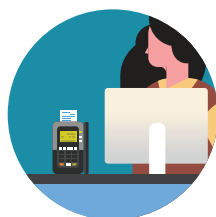
- **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#) meet EPA's criteria for use against COVID-19.

Electronics

- For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**
- Consider putting a **wipeable** cover on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
 - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.



Laundry

For clothing, towels, linens and other items

- **Wear disposable gloves.**
- **Wash hands with soap and water** as soon as you remove the gloves.
- **Do not shake** dirty laundry.
- Launder items according to the manufacturer's instructions. Use the **warmest appropriate water setting** and dry items completely.
- Dirty laundry from a sick person **can be washed with other people's items.**
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.



Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the sick person.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the sick person**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- If **more than 7 days** since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection.



When cleaning

- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a sick person.



- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- **Additional key times to wash hands** include:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance (e.g., a child).

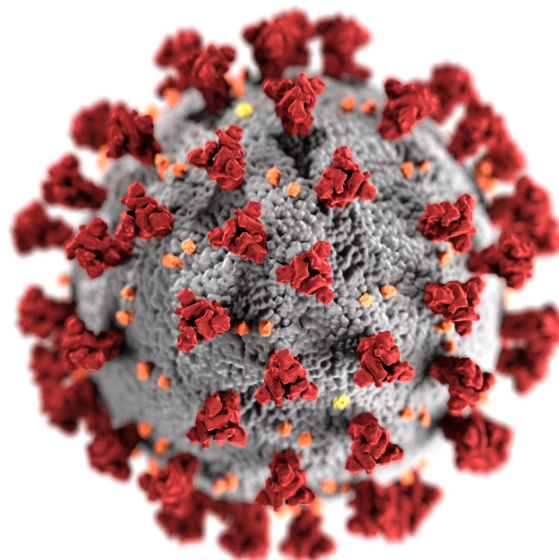
Additional Considerations for Employers



- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions **on what to do if they develop symptoms within 14 days** after their last possible exposure to the virus.
- Develop **policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
 - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are **trained on the hazards of the cleaning chemicals** used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#)).
- **Comply** with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)).

For facilities that house people overnight:

- Follow CDC's guidance for [colleges and universities](#). Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting a sick person's bedroom/bathroom, review CDC's guidance on [disinfecting your home if someone is sick](#).



Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

23

How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

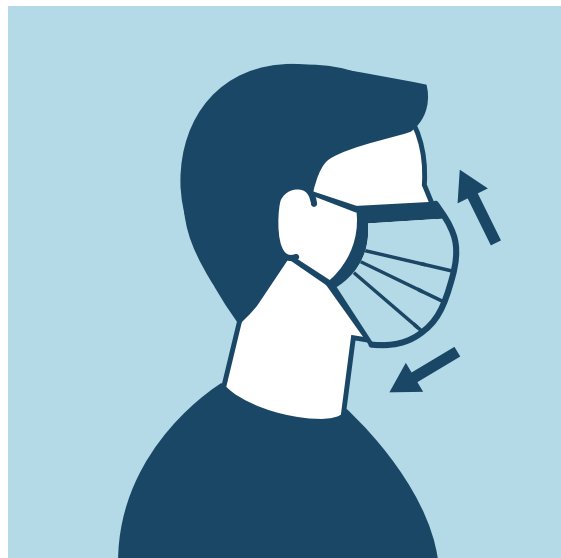
Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.

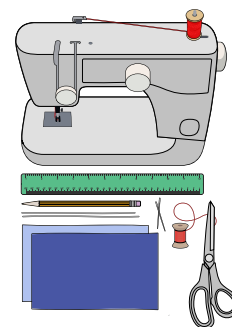


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Sewn Cloth Face Covering

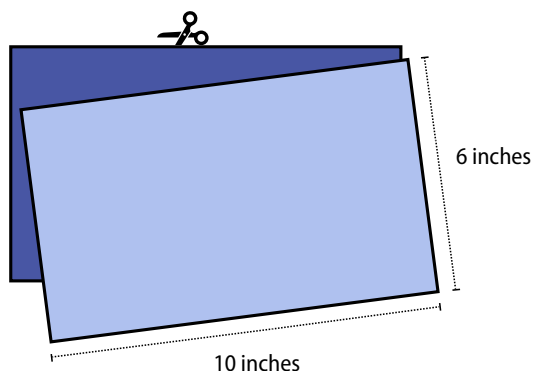
Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

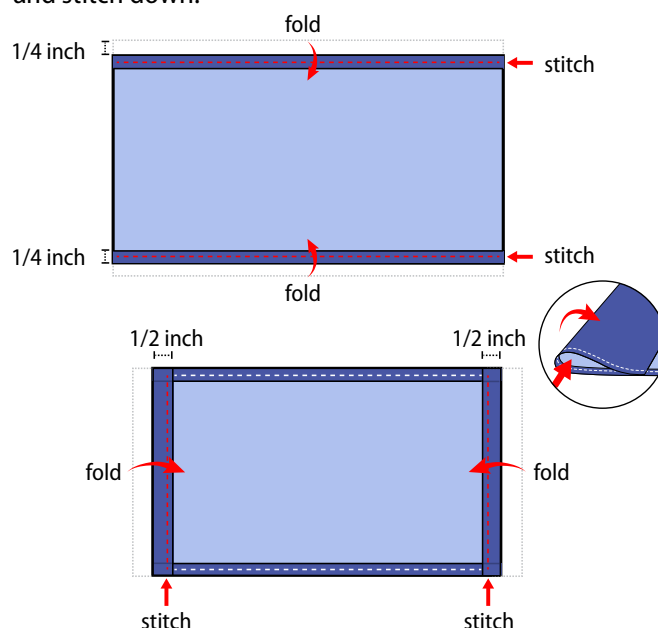


Tutorial

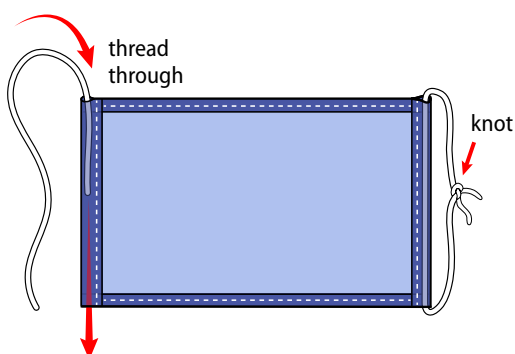
1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.



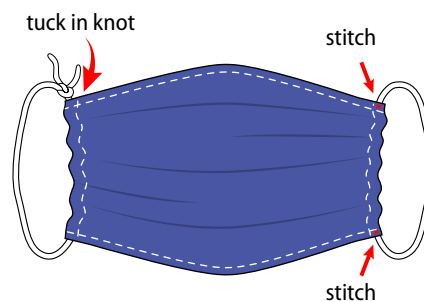
2. Fold over the long sides $\frac{1}{4}$ inch and hem. Then fold the double layer of fabric over $\frac{1}{2}$ inch along the short sides and stitch down.



3. Run a 6-inch length of $\frac{1}{8}$ -inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the cloth face covering on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.

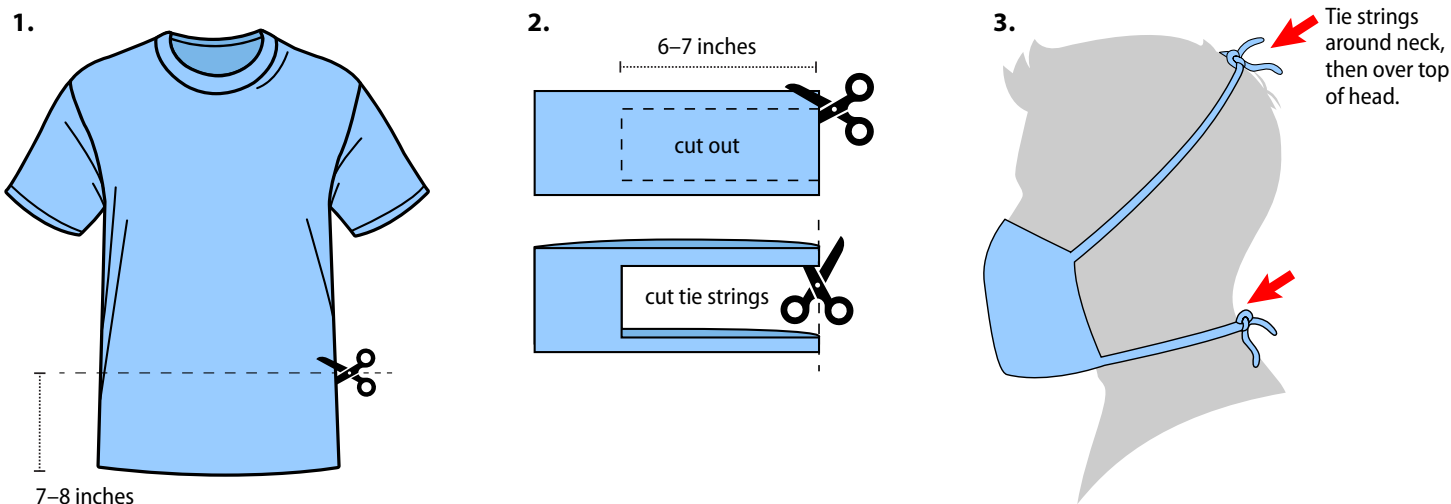


Quick Cut T-shirt Cloth Face Covering (no sew method)

Materials

- T-shirt
- Scissors

Tutorial

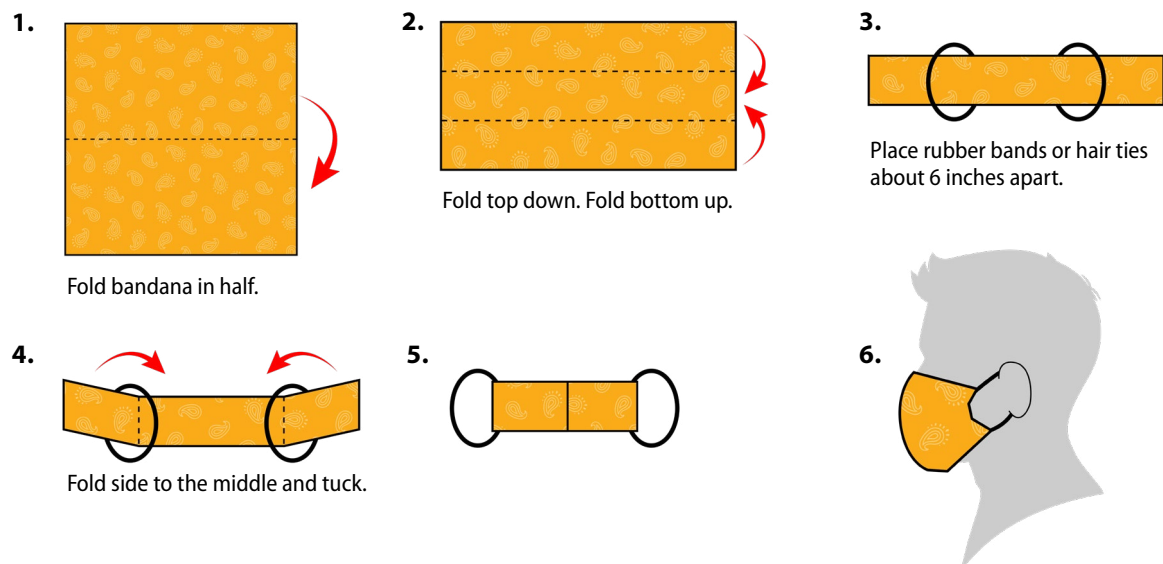


Bandana Cloth Face Covering (no sew method)

Materials

- Bandana (or square cotton cloth approximately 20"x20")
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

Tutorial





Resources

CDC (2020). *Coronavirus (COVID-19)*. Retrieved from

<https://www.cdc.gov/coronavirus/2019-ncov/>

OSHA (2020). *Guidance on Preparing Workplaces for COVID-19 (3990-03-2020)*.

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