



FACILITY CLEANING POLICY

For COVID-19

The Waunakee Public Library is fully committed to safeguarding the health and safety of all employees, patrons, vendors, and visitors. For this reason, effective immediately, all Library employees, regardless of position or authority, must comply with the following facility cleaning and hygiene policy:

The Waunakee Public Library is responsible for explaining to all employees the cleaning protocols and frequency of all common areas.

The Waunakee Public Library is responsible for explaining to all employees the proper use of cleaning supplies and safety concerns of products used.

The Waunakee Public Library is responsible for providing information about the cleaning schedule to all employees.

Supervisors must ensure:

- All employees understand facility cleaning and hygiene procedures;
- The cleaning frequency of the facility is increased, including the restrooms ([CDC Cleaning Guidelines](#));
- High-touch surfaces (keypads, pens, counters, etc.) are disinfected multiple times a day, ideally between users;
- Only [EPA approved disinfectants](#) effective against COVID-19 are used;
- Ensure handwash sinks in break rooms and restrooms are always stocked with soap and single-use towels;
- Where possible, provide hand sanitizer for patron and employee use throughout the facility and at employee workstations;
- Employees do not share equipment or tools. If not possible, disinfect between users;
- Where possible, provide sanitizer wipes to employees for wiping door handles and other frequently touched areas.

Employees are responsible for:

- Replenishing or letting the person-in-charge know when cleaning supplies are low;
- Performing cleaning as scheduled;
- Using proper disinfecting supplies.