



FACILITY HYGIENE POLICY

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

- All employees will be required to frequently wash hands with soap and warm water.
- All employees shall follow proper cough and sneeze etiquette.
- All employees shall wipe down shared equipment at the end of each shift at a work station.

Handwashing Policy

Wash hands with soap and water for at least 20 seconds as frequently as possible, or use hand sanitizer.

Employees must wash hands, at a minimum:

- At the beginning of each shift,
- After personal contact with a customer occurs,
- When switching work stations/areas
- After using the restroom,
- Before and after breaks,
- After sneezing, coughing, or blowing nose,
- When hands are visibly soiled, and
- Prior to leaving work.

Employees are responsible for replenishing or letting your supervisor know when handwashing supplies or hand sanitizer are low.

Cough & Sneeze Etiquette

The Library will provide tissues at all work stations.

To help stop the spread of germ employees should:

- Cover mouth and nose with a tissue when coughing or sneezing
- Throw used tissues in the trash
- If don't have a tissue, cough or sneeze into elbow, not hand.