

PROTECTIVE MEASURE POLICY

(Proposed changes in italics)

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

Employees shall:

- Maintain six feet physical distancing from others whenever possible
- Face coverings for employees (provided by employer) are required in shared spaces and
 - in the elevator, restrooms and other areas within the facility where physical distancing is not possible
- Be required to use additional protective measures such as gloves, eye protection, and face shields when appropriate for the task assigned
- *Be required to enforce the face covering requirement for all library customers ages five and above inside the building*
- Be allowed to use a transparent partition or barrier in place of a face covering for specific job duties)
- Demonstrate proper use of all personal protective equipment or PPE prior to performing work duties at worksite
- Maintain physical distancing and minimize contact between patrons and other employees
- Limit use of shared Break Room to one employee at one time
- Not have any direct person to person contact (i.e., no hand shaking, no high fives, no hugs)

Employer shall:

- *Require all employees who cannot physically distance to wear face covering if they are able*
- *Require all library customers ages five and above to wear a face covering inside the building*
- Limit in-person meetings and use other means of communications such as Zoom, Skype and email, that are not in person
- Limit number of visitors/patrons at any given time in accordance with the "Forward Dane" limits
- Spread out workstations so employees can remain six feet apart at all times
- Stagger break and lunch times, shift start and end times when possible
- Allow for flexible work schedules to reduce number of employees in the office at any one time
- Install physical barriers such as clear, plastic sneeze shields at service desk areas or between work stations
- Remove extra chairs and tables in public areas and in staff spaces to allow people to remain six feet apart when possible
- Provide tape, chalk or other means of marking floors/ground in high traffic areas to show people where to stand when waiting (e.g. self checkout area, elevator)
- Consider having patrons or visitors wait in their cars until it's their turn to enter, when appropriate
- Post physical distancing signage throughout the premises reminding everyone to practice physical distancing
- Provide special accommodations for vulnerable workers or those unable to wear face covering

Approved June 19, 2020

Revised July 17, 2020