



Pandemic Health and Safety Procedures for Volunteers

The health and safety of ACPL's staff and volunteers is top priority. ACPL will phase in library services to ensure adherence to all federal, state, and local health recommendations. To protect the health of our volunteers, staff members and the public, the following measures will be addressed:

1. **Maintain Social Distancing Recommendations:** ACPL requires social distancing of at least six feet between all individuals.
 - ACPL will make changes in services and hours to ensure staff, volunteers and customers can adhere to social distancing recommendations
 - Volunteer schedules may be staggered in order to minimize the number of people in a building or department at one time
 - ACPL will make changes in our spaces, hours, and procedures to encourage social distancing
2. **Basic Infection Prevention Measures**
 - Frequently and thoroughly wash and sanitize hands. ACPL will provide soap, water, and hand sanitizer
 - Volunteers should refrain from touching their face – mouth, nose, and eyes
 - Throw tissues, gloves, wipes in trash receptacle. ACPL will provide multiple trash cans
 - Practice respiratory etiquette including coughing or sneezing into elbow
 - Respect personal working spaces
 - Shared workspaces should be wiped with disinfectant thoroughly at the end of each shift. Volunteers should carry their own writing equipment
3. **Volunteers Must Monitor Individual Health and Wellness**
 - All volunteers should monitor how they feel and be aware of potential symptoms of COVID-19
 - All volunteers will take their temperature before reporting to their volunteer position
 - If the volunteer does not feel well, exhibits any COVID-19 symptoms, or has a temperature above 100.4 (or feels feverish), the volunteer must stay home
 - If you're feeling ill, review the [CDC's recommendations on what to do if you're exhibiting symptoms](#)
4. **Utilizing Personal Protective Equipment (PPE)**
 - Masks are required to be worn by all volunteers when there is potential to see others or when in a more communal type space. Note: Cloth masks help protect others if the employee is ill but not showing symptoms. They do not necessarily protect the person wearing the mask from virus particles in the air. **Social distancing is still required**
 - Gloves are available for volunteers handling materials suspected of contamination. In order to reduce contamination, gloves must be replaced frequently or risk cross contamination. For this reason, we are encouraged to rely on frequent and thorough hand washing and reserve the gloves for returns
 - Upon removal of any PPE, wash hands thoroughly before touching anything else

5. **Infection Disease Outbreak Plan:** In the instance that a volunteer becomes ill, ACPL will follow these steps.
- If you become sick or exhibit symptoms at work, immediately notify your department supervisor, isolate yourself, and go home
 - If a volunteer has a confirmed case of COVID-19 or a suspected case as recommended by the volunteer's doctor, they will give ACPL a list of all staff or other volunteers who they had substantial contact with in the last two days as [defined by the CDC](#). All coworkers who had substantial contact with the volunteer will be informed while still respecting the volunteer's privacy: *"Someone in our workplace has tested positive for Covid-19, and they have identified you as a close contact according to the CDC definition. If you are at work, please prepare to leave as quickly as you can. Once you get home — or if you are already working from there — find a place to self-isolate, monitor yourself for any symptoms, and talk to your doctors. How can I support you in doing this?"*
 - All people determined to have substantial contact with the infected volunteer in the last two days should follow the following procedures:
 - Self-isolate for 14 days and maintain a social distance of at least six feet from others at all times
 - Self-monitor for symptoms (take temperature and watch for symptoms) and seek medical attention if symptoms develop
 - Avoid contact with high-risk individuals
 - ACPL will contact the Allen County Health Department
 - The building or specific department that the volunteer was in will be closed for 24 hours to allow for enhanced cleaning and disinfection. Depending on the nature of their work, the entire building may be closed
 - If the volunteer has a friend or relative with a confirmed case of COVID-19, the volunteer should follow the advice of their doctor and monitor symptoms before reporting to ACPL.

Volunteers are encouraged to contact Human Resources with questions and concerns.

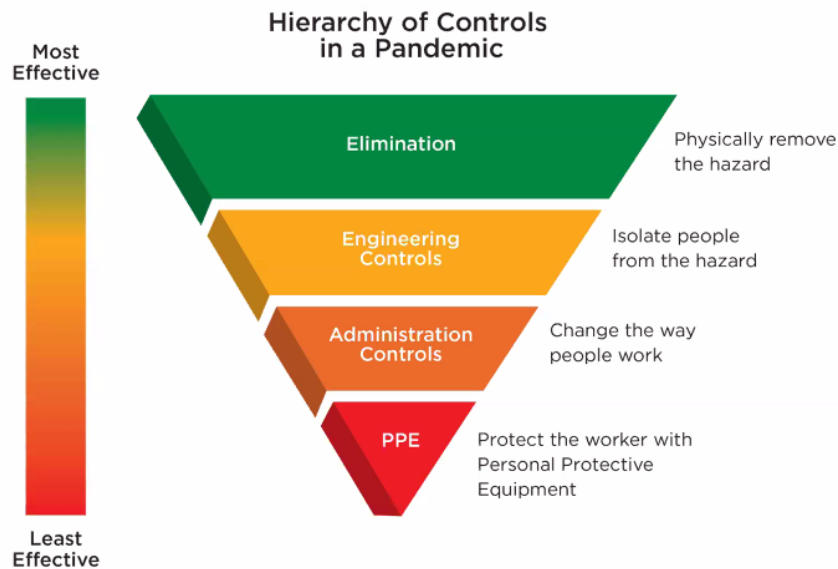
Sources:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

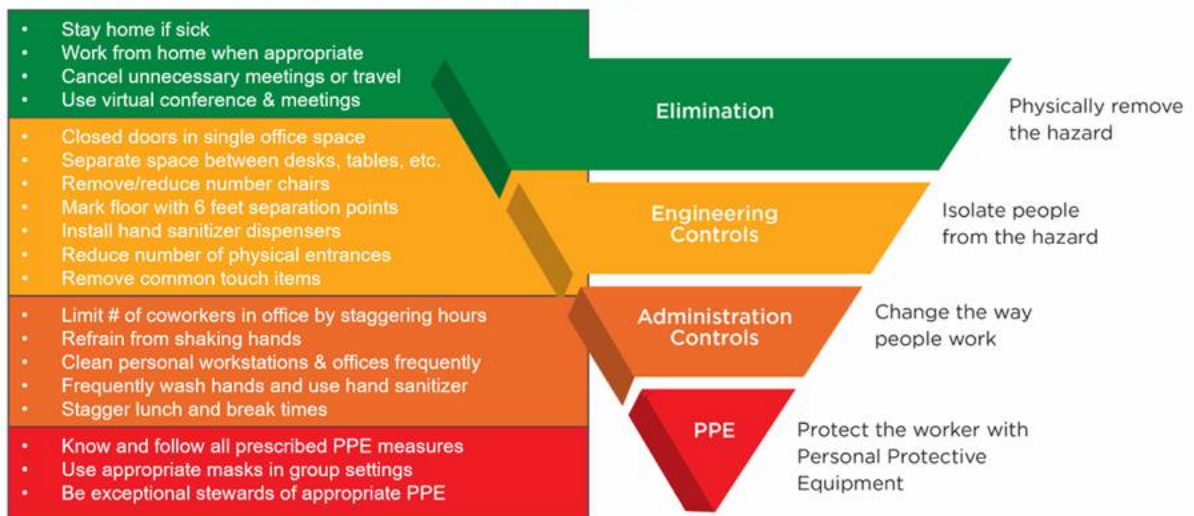
<https://www.osha.gov/Publications/OSHA3990.pdf>

<https://www.allencountyhealth.com/get-informed/covid-19/>

WORKPLACE CONSIDERATIONS



MORE THAN A MASK



<https://totalhealth.parkview.com/totalhealth/covid-19/creating-a-safe-workplace>



Please complete the information below to acknowledge that you have read and understand the Pandemic Health and Safety Procedure. Submit this form to your manager.

Date



Month Day Year

Full Name

First Name Last Name

Department/Branch

Job Title

I have read and understand the Pandemic Health and Safety Procedure

Yes

Volunteer Signature

If you have any questions, please contact Human Resources at ext. 1230 or hrs@acpl.info.