PRIOR TO REOPENING

- Follow Local & State Requirements
- Conduct a Hazard Assessment
- Make Plans to Prepare for Re-Opening
- Train Employees
- Communicate to Library Patrons
- Ease Back into Operation
Hierarchy of Controls

Elimination
- Physically remove the hazard

Substitution
- Replace the hazard

Engineering Controls
- Isolate people from the hazard

Administrative Controls
- Change the way people work

PPE
- Protect the worker with Personal Protective Equipment
STEPS TO MINIMIZE POTENTIAL FOR THE VIRUS TO ENTER THE LIBRARY

- Schedule Events Virtually
- Encourage staff to WFH (when possible)
- Prescreen Patrons and Employees
- Encourage Employees to Stay Home if not Feeling Well
- Consider Temperature Checks
- Post Signs at Library Entrance
- Isolate Deliveries and Returns
Steps to Minimize the Spread of the Virus

**Elimination**
- Separate Work Locations

**Substitution**
- Install Physical Partitions

**Engineering**
- Increased Ventilation / Fresh Air
- Increase Filter Efficiency
- Install or Use Portable HEPA Filtration Units

AIHA™
STEPS TO MINIMIZE THE SPREAD OF THE VIRUS

- Stagger Shifts/Limit Personnel and Patrons in the Library
- Maintain Physical Distance
- Limit Personal Contact
- Evaluate/Change Work Practices
- Encourage Personal Hygiene
- Enhanced Cleaning/Disinfection
PPE CONSIDERATIONS

• Wear Disposable Gloves when Disinfecting Surfaces

• Wear Face Coverings if Interacting with Others
RESOURCES

- [ASHRAE](https://www.ashrae.org/technical-resources/resources)
- [CDC Guidance for Schools and Child Care Programs website](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html)
- [CDC Cleaning and Disinfection for Community Facilities website](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)
- [CDC Cleaning and Disinfecting Your Facility Everyday Steps, Steps When Someone is Sick, and Considerations for Employers website](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)
- [CDC Schools and Child Care Programs: Checklist for Teachers and Parents website](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/checklist.html)
- [OSHA Frequently Asked Questions and Answers About Face Coverings, Surgical Masks and Respirators in the Workplace](https://www.osha.gov/SLTC/covid-19/covid-19-faq.html)
- [OSHA Guidance As Non-Essential Businesses Reopen and Employees Return to Work](https://www.osha.gov/news/newsreleases/national/06182020)