Hollidaysburg Area Public Library Coronavirus (COVID-19) Prevention Policy

Although there’s no indication that the virus is threatening our community at this time, for the welfare of Library employees and visitors, all employees are required and visitors urged to observe the following practices:

HAPL follows the HASD for emergency closings. If the school district closes, the Library will close. On days that HASD is regularly closed, the Library will follow the recommendations and orders from the local, state and Federal governments.

Employees and volunteers who have virus symptoms are not to report to work, but instead call and inform the Library that they are not able to work. If the Library is unable to staff at least 2 people, the Library will close.

Library employees and visitors are to wash hands frequently and thoroughly.

Hand disinfectant will be readily accessible throughout the Library with more containers available in frequently visited areas: children’s room, computer areas, kitchen, and community room.

Employees and volunteers are to avoid close proximity to visitors. 6 feet distance is recommended.

Employees and volunteers are to avoid physical contact with Library visitors. Their hands are to be washed if hands are touched by visitors. Plastic gloves will be provided if employees and volunteers choose to wear them.

When possible, library cards will be scanned in the patrons’ hands.

Computer users are to clean the keyboards and the headphones before and after each use. Employees and volunteers are to clean the computer keyboards and headphones after each use. Disinfecting wipes will be provided.

Door handles, inside and outside of the Library, are to be cleaned by employees or volunteers every two hours. Disinfectant and clean cloths will be provided for this.

All restroom surfaces will be thoroughly cleaned and disinfected before the Library opens each day. Disinfectant wipes are available for patrons to wipe surfaces before and after using the restroom.

A bin will be provided in the Children’s Room for all items to be placed in after being handled by anyone. These items should be disinfected and placed in a different, clean bin until the following day. Viruses may live on surfaces for 12 hours or more; by the following day, the disinfected items should again be safe to handle. Employees and
volunteers who clean the children’s room items will wear plastic gloves to protect themselves from any viruses. 

**Returned books and other items are to be left in the book drops** both inside and outside the library for at least 12 hours. Books that accumulate during the day will not be retrieved until the following morning so to assure that 12 hours have passed before physical contact with the books. Closing time, a plastic cover will be place over the items in the outdoor book drop that have accumulated during the day so to separate them from the items that are received after closing time through the morning. The items on top of the plastic, those received overnight, will be removed by a glove-clad employee or volunteer and then, after the books from the previous day are retrieved; those received overnight will be returned to the book drop until the following day.

Likewise, those books returned inside the Library during Library hours, will remain in the indoor book drop until the following morning. If the indoor book drop becomes too full to hold all the returned books, a glove-clad employee or volunteer will empty the indoor book drop items into a plastic bin to be contained there until the following morning.

**Returns will be back dated 1 day so that fines are not incurred on books returned on time.**

**Spread the word, and remind friends and family that the library is a trusted source for accurate information.**

This policy and procedures will continue until the virus threat has been eliminated.


Adjustments to this policy and procedures document may be altered as circumstances indicate.

**Reference Sources:** [cdc.gov/coronavirus](http://cdc.gov/coronavirus), [World Health Organization](https://who.int/news-room)

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