

**OPERATIONS – PANDEMIC/EMERGENCY PROCEDURES**  
**Cleaning & Disinfecting the Library Facility**

The Red Jacket Community Library (RJCL) has established cleaning and disinfection procedures, including everyday practices, to provide continuing services in a safe and healthy environment. The RJCL follows the recommendations of the Centers for Disease Control & Prevention (CDC) for cleaning and disinfecting.

- A. RJCL shares space with the Manchester-Shortsville Central School District (MSCSD) library and has established a Contract between the entities. Several services, including janitorial services, are named in the Contract.
  - 1. All janitorial services had been provided by the MSCSD pre-pandemic.
  - 2. RJCL staff will daily clean & disinfect all personal work areas and the following high-touch surfaces: tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards. More frequent cleaning and disinfection will be conducted based on level of use.
  - 3. RJCL will be responsible for purchase of cleaning supplies for personal work areas, high- touch surfaces and bathrooms.
  - 4. Due to the level of cleaning service provided by MSCSD, when necessary, RJCL will hire a part-time cleaner to maintain a cleaning schedule, to include cleaning of toilets, faucets, sinks, garbage removal, vacuuming and thorough cleaning of high touch areas.
- B. MSCSD will provide routine cleaning of toilets, faucets, sinks, garbage removal, vacuuming and cleaning of all MSCSD staff areas. This is for the summer and the school year.
  - 1. Emergency cleaning for unexpected scenarios will be provided by MSCSD by contacting the appropriate MSCSD staff. For example: vomit, blood, excessively dirty bathroom, etc.
  - 2. Deep cleaning, such as prior to reopening of facility after COVID-19 and cleaning of rugs and soft furniture, will be provided by MSCSD.
  - 3. Cleaning soft surfaces - For soft surfaces such as carpeted floor, rugs, and furniture.
    - a. Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
    - b. Vacuum as usual.
- C. Everyday Practices
  - 1. Cleaning - RJCL staff will be trained on appropriate use of cleaning and disinfection chemicals.
    - a. Wear disposable gloves for all tasks in the cleaning process, including handling trash.
    - b. Gloves should be removed carefully to avoid contamination. After removal of gloves, hand must be washed.
    - c. Clean surfaces using soap and water, then use disinfectant. Cleaning with soap and water reduces number of germs, dirt and impurities on the surface.
    - d. Disinfecting kills germs on surfaces.

2. Practice routine cleaning of high touch surfaces.
  - a. More frequent cleaning and disinfection may be required based on level of use.
  - b. Surfaces and objects in public places should be cleaned and disinfected before each use.
  - c. High touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

D. Disinfecting

1. Use EPA-registered household disinfectant.
  - a. Follow the instructions on the label to ensure safe and effective use of the product.
  - b. Many products recommend:
    1. Keeping surface wet for a period of time (see product label).
    2. Precautions such as wearing gloves and making sure you have good ventilation during use of the products.
    3. Always read and follow the directions on the label to ensure safe and effective use.
    4. Wear skin protection and consider eye protection for potential splash hazards.
2. Diluted household bleach solutions may also be used if appropriate for the surface.
  - a. Check the label to see if your bleach is intended for disinfection and has a sodium hypochlorite concentration of 5%–6%. Ensure the product is not past its expiration date.
  - b. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection. Unexpired household bleach will be effective against coronaviruses when properly diluted.
  - c. Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
  - d. Leave solution on the surface for at least 1 minute.
  - e. To make a bleach solution, mix:
    - 5 tablespoons (1/3 cup) bleach per gallon of room temperature water OR
    - 4 teaspoons bleach per quart of room temperature water.
  - f. Bleach solutions will be effective for disinfection up to 24 hours.
  - g. Alcohol solutions with at least 70% alcohol may also be used.
3. Ensure adequate ventilation.
4. Use no more than the amount recommended on the label.
5. Use water at room temperature for dilution (unless stated otherwise on the label).
6. Avoid mixing chemical products.
7. Label diluted cleaning solutions.
8. Store and use chemicals out of the reach of children.
9. You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm.

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- E. Cleaning and disinfecting Library facility if someone is sick.
1. Close areas used by the person who is sick.
  2. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
  3. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls.
  4. Vacuum the space if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
    - a. Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
  5. Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
  6. Once area has been appropriately disinfected, it can be opened for use.
  7. Workers without close contact with the person who is sick can return to work immediately after disinfection.
  8. If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- F. Hand Washing & Hand Sanitizer
1. Wash your hands often with soap and water for 20 seconds.
  2. Always wash immediately after removing gloves and after contact with a person who is sick.
  3. Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
  4. Additional key times to wash hands include:
    - a. After blowing one's nose, coughing, or sneezing.
    - b. After using the restroom.
    - c. Before eating or preparing food.
    - d. Before and after providing routine care for another person who needs assistance (e.g., a child).
  5. Keep hand sanitizers away from fire or flame.
  6. For children under six years of age, hand sanitizer should be used with adult supervision always store hand sanitizer out of reach of children.

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7. Information for staff and patrons regarding cleaners and disinfectants used by RJCL staff at the facility can be found in the Material safety Data Sheet (MSDS) binder in the Library Director's office.

G. Authority and Evaluation

1. This procedure will be enforced under all current and future New York State Executive Orders and the criteria mandated for organizations to safely and legally reopen and operate under NY Forward. The practices in this policy may be updated as needed to conform with modifications to NY Forward, as well as mandates from the Center for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), and local government agencies.
2. Questions or concerns regarding this procedure should be brought to the Library Director.
3. This procedure will remain in effect until the Library Director removes or revises it. Substantial amendments or changes will be reported by the Library Director at the next board meeting.

H. REFERENCES:

Revision History:

06/15/2020: Formatting changes only

02/9/2021: Changed from a Policy to Procedure; Authority and Evaluation revised.