

A close-up, vertical view of the spines of several books in a library. The books are arranged in a row, and the spines are slightly curved. The text on the spines is mostly illegible due to the angle and focus, but some words like 'first', 'legal', 'he', 'ing', 'th.', 'ing', 'pen', 'said', 'pare', 'ing', 'ttle', and 'me' are visible. The background is a dark, solid color.

# Returning to the CGS Library

Post-COVID-19 Policies and  
Procedures

June 4, 2021

# Policies

- Policies have been changed or created to conform to the County of Alameda, the State of California and the Center for Disease Control recommendations or regulations for COVID-19
- These include:
  - Reducing capacity
  - Shortening hours
  - Requiring appointments/registration (this also now required by Breuner Building regardless of COVID-19)
  - Implementing safe practices to control spread
    - Distancing
    - Sanitizing and handwashing
    - Masks
  - Safety Plan and Training
- Because we (volunteers and visitors) are generally part of the vulnerable population of over 60 years, we will keep COVID-19 protocols in place even after June 15

# Procedures for Volunteers

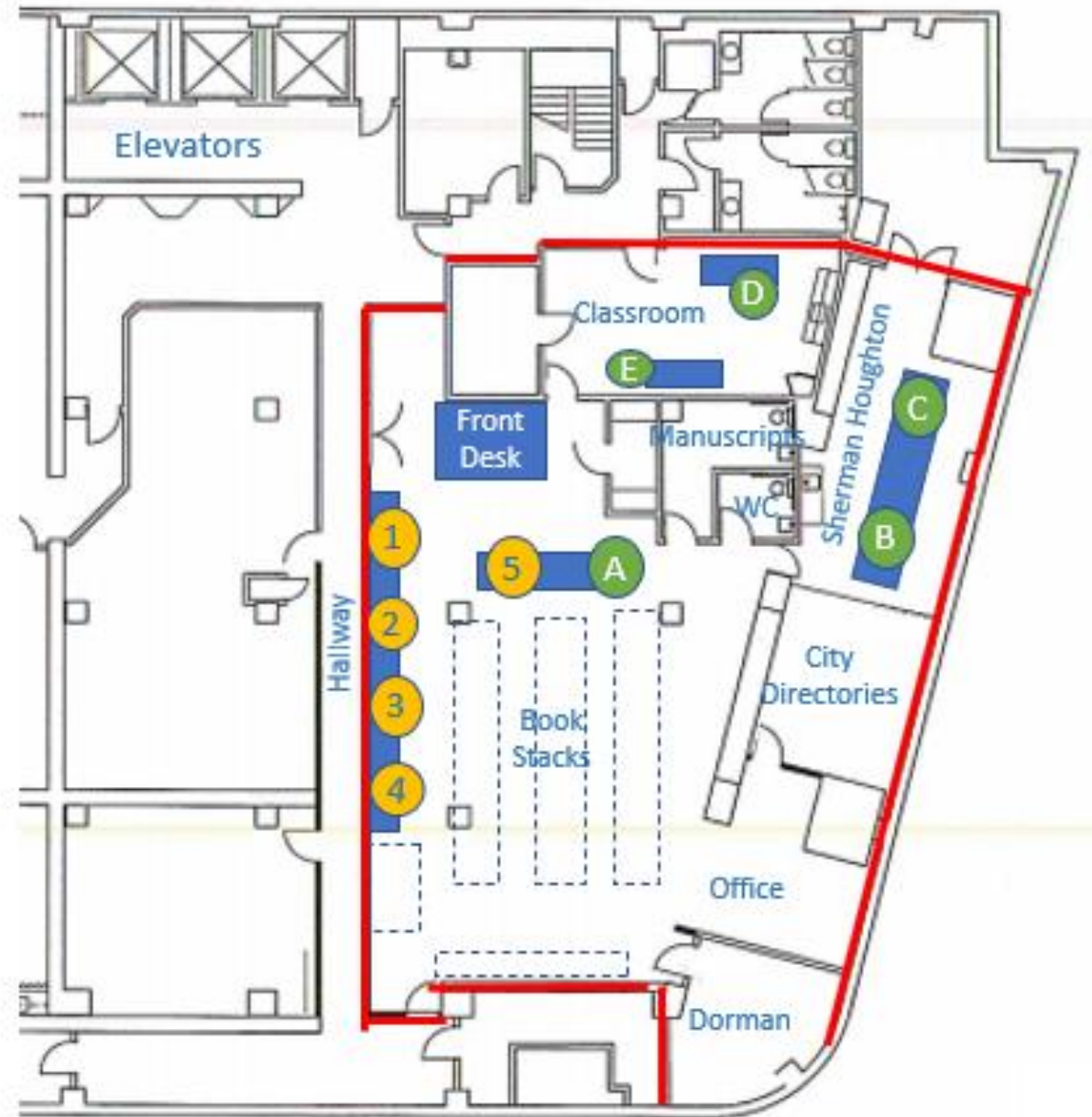
- NEW: Notify us if you test positive for COVID-19 after working your shift
- NEW: Registering for your shift
- NEW: Symptom self-check and confirmation at start of shift
- NEW: Wearing a mask
- NEW: Cleaning and disinfecting
- CHANGED: Checking in visitors and having them complete self-check
- NEW: Distancing
- NEW: Monitoring visitor behavior
- CHANGED: Purchases and fees must all be electronic/online
- CHANGED: No food and beverages in the library for visitors; use of own dishes, utensils by volunteers

# Distanced Computer Workstations (1-5) and Research Stations (A-E)

The Patron printer has been removed; all use the copier/printer near classroom

Station A has WiFi access for laptop

Stations B –E have less stronger WiFi signal but would have power for laptop



# Procedures for Visitors include:

- Wear mask when entering building
- No access to CGS Library without registration
- Check in with Building Security
- Proceed to Library and have volunteer admit
- Affirm “No” answers to symptom checklist
- We will supply disposable masks, gloves, hand sanitizer and disinfecting wipes
- Wash or sanitize hands
- Wipe keyboard, other surfaces after use
- Don't move distanced furniture; keep distances from others
- No eating or drinking
- After use of bathroom, wipe faucets, door handles etc

# Help and Resources

- Signage
- Supplies
- Information posted on the Front Desk front page
- Rearranged work and research stations to support distancing
- Checklist for visitors
- Checklist for volunteers
- Second volunteer
- Board or other volunteers “on call”
- Series of communications to public on our blog, in eNewsletter and on our website
- We will provide you with a copy of our Workplace Protection Plan and this will also be on the CGS website and the Library computers

# More information?

- See the Workplace Protection Plan
- Send questions to [visit@californiaancestors.org](mailto:visit@californiaancestors.org)