

## DESK VOLUNTEER PROCEDURES AND COVID-19 CHECKLIST

Before	<input type="checkbox"/>	Do not come to the Library if sick or if you have been exposed to or tested positive for COVID-19, notify us	In case of exposure or positive test, notify <a href="mailto:Kbeitiks@californiancestors.org">Kbeitiks@californiancestors.org</a> or <a href="mailto:mhanlon@californiancestors.org">mhanlon@californiancestors.org</a>
Arrival	<input type="checkbox"/>	Arrive at least 15 minutes before opening at 10 am to allow time for safety and cleaning protocols.	
	<input type="checkbox"/>	Bring your key card with you to your shift (Building doors unlocked on weekdays)	Allows access without checking in with Security
	<input type="checkbox"/>	Wear your mask upon entering and in any public areas of the building and throughout your shift in the library	Can remove during break
	<input type="checkbox"/>	Proceed to CGS: either take elevator (limit 2) or stairs to Lower Level (use key card at bottom of stairs)	
	<input type="checkbox"/>	Open door with your PIN	(Rich Kehoe can re-set)
Opening	<input type="checkbox"/>	Sign in and check the Symptom column on sheet	New sign in sheet
	<input type="checkbox"/>	Check door alarm	
	<input type="checkbox"/>	Turn on monitors and copier/printer	
	<input type="checkbox"/>	Check supplies of sanitizers and wipes	Stored in cupboard in bathroom
	<input type="checkbox"/>	Wash hands or use hand sanitizer	Do this step in the order and as often as it reduces risk
	<input type="checkbox"/>	Wipe down Front Desk keyboard, telephone, desk surface	
	<input type="checkbox"/>	Open Desk Duty computer, open email on Desk Duty computer, find and print visitor list	See separate instructions
	<input type="checkbox"/>	Put out visitor checklists and Visitor Wi-Fi instructions	Make copies if more needed
Checking in visitors	<input type="checkbox"/>	Allow visitors in one at a time	
	<input type="checkbox"/>	Check visitor on list and ask to verbally verify the <i>Symptom Self-check</i> questions, check completed	A plastic holder with list of COVID symptom questions will be on counter

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	<input type="checkbox"/>	Give visitors masks (if missing or inadequate) and gloves if requested	
	<input type="checkbox"/>	Give <i>Visitor Checklist</i> and <i>Instructions for Wi-Fi</i> ; ask if any questions or special needs	
	<input type="checkbox"/>	Direct visitor to choose a designated computer or research space (See diagram)	You can note station on visitor list; e.g., A computer, 1 work area
Cash box	<input type="checkbox"/>	No cash sales or fees; donations can be made online for copies and book sales are also online	Tell visitors to click on CGS Public site o library front page, then go to Publications tab or scroll to bottom for donations
Super-vision of COVID rules	<input type="checkbox"/>	Remind visitors of distancing, wearing masks if you note any non-compliance, inform them they will have to leave the library if refusing to conform	
	<input type="checkbox"/>	Call Building Security to escort from library if necessary	
	<input type="checkbox"/>	For support you can also enlist the aid of any other volunteer and/or call a Board member	See posted Board telephone numbers
Breaks and meals	<input type="checkbox"/>	There is no eating or drinking in the library for visitors; you may offer visitor a disposable cup for water from upper kitchen cabinet	
	<input type="checkbox"/>	During the library closure from 12:30 – 1 pm, volunteers may eat lunch in the library or leave the building for lunch.	
Bathrooms	<input type="checkbox"/>	The hallway bathrooms are available. Give visitors the designated key card to re-enter the door at bottom of stairs and come back through library front doot.	In-library bathroom does not meet air circulation standards.
Supporting patrons	<input type="checkbox"/>	Ask visitors to keep distance from Front Desk and offer to retrieve materials.	
	<input type="checkbox"/>	Answer computer-related issues such as navigating, saving and printing from a safe distance	
Copier/printer	<input type="checkbox"/>	Ask patrons to keep a six-foot distance when waiting to use the printer/copier	Decals on floor
	<input type="checkbox"/>	Gloves should be used when operating the printer/copier	Stocked next to printer/copier

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Retrieving books	<input type="checkbox"/>	Only one person is allowed in any book aisle at a time.	Ask visitors who are lingering to may way for next visitor
Re-shelving books	<input type="checkbox"/>	Any used books or other materials should be placed in re-shelving bin and should not be returned to shelves	
	<input type="checkbox"/>	Re-shelve books from seven days before your shift day; e.g, used last Wednesday, re-shelve this Wednesday	
Shift change	<input type="checkbox"/>	Remind visitors that shift is ending at least five minutes before and to wipe down their keyboards	Visitors may not extend their shift, even if next shift has openings
	<input type="checkbox"/>	Between morning and afternoon sessions at library, wipe down common surfaces: door knobs, printer	Visitors should have wiped down keyboards and space before leaving
Closing	<input type="checkbox"/>	Check all exterior doors to make sure locked	
	<input type="checkbox"/>	Turn off monitors, and wipe down keyboards	
	<input type="checkbox"/>	Turn off printer/copier and wipe down	
	<input type="checkbox"/>	Wipe down Front Desk area, keyboard, phone	
	<input type="checkbox"/>	File visitor list in right-hand drawer in case contact tracing is needed	
	<input type="checkbox"/>	Turn off lights in Sherman Houghton and classroom	