

COVID-19 PROTOCOL LIBRARY VISIT CHECKLIST

BEFORE VISIT AND SIGNING IN

- If you are not well, cancel your visit
- Sign in with the Breuner Building Security in lobby
- Come down to the Lower Level using the elevator
- Check in with the CGS Volunteer and answer the COVID-19 symptom questions

MASKS AND HANDWASHING

- Wear a CDC approved mask upon entering the building and keep it on for your entire visit
- Use the provided sanitizer or wash your hands with soap and water in the bathroom or at the sink(s) before you start your work and before you leave
- You are welcome to use the supply of disposable gloves

YOUR WORK STATION AND DISTANCING

- Select one of the available chairs either at a computer station and/or one of the designated tables
NOTE: You can use your own laptop to access Wi-Fi and the CGS subscriptions (see separate instructions); the table opposite front desk has best Wi-Fi signal
- Store your belongings in the lockers and keep the key and remember to replace when you leave
- Don't move chairs, tables or computer monitors closer to other visitors
- Keep a six-foot distance between yourself and others in the library to the extent possible

USING CGS COMPUTERS

- Monitors and computers are turned on before the library opens, so should not need to be touched
- Sanitizing wipes are available at the computers; wipe the keyboard before and after use
- If you need help with finding websites, saving, or printing, ask the Desk or library volunteer

RETRIEVING MATERIALS AND RE-SHELVING

- If there is another person in the aisle where your book is shelved, wait until the aisle is empty
- If you need help, ask the Desk or library volunteer
- After you have finished with your book(s), DO NOT RE-SHELVING but place on the labeled shelves

USING THE COPIER/PRINTER

- Keep a safe distance and wait until others are finished using the copier/printer
- Use the disposable gloves provided to push the copier/printer control buttons
- If the paper runs out, request more paper from the Desk or Library volunteer
- No fees are being charged for use of the printer/copier; you are welcome to make a donation online

RESTROOMS/EATING AND DRINKING

- Get a key card from the Desk volunteer to re-enter library hallway after using the hallway restrooms
- No eating or drinking allowed; ask Desk volunteer for disposable cup for water

