

HENDRICK HUDSON FREE LIBRARY CLEANING PROTOCOL DURING A PANDEMIC

1. The Library will maintain routine cleaning and disinfection of the library facility as outlined in the Environmental Protection Agency (EPA) and Centers for Disease Control and Prevention (CDC)'s "Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes."
[1]
2. The library will use disinfectants from List N: Disinfectants for Use Against SARS-CoV-2. [2]
3. When reopening the library building, if the library has been unoccupied for 3 days or more it will be cleaned according to a normal routine cleaning schedule before reopening.
4. Frequently touched surfaces like tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets and sinks will be cleaned and disinfected daily. [3]
5. Restrooms will be cleaned and disinfected daily. [3]
6. High contact areas accessed by patrons for curbside pickup will be cleaned and disinfected after each transaction when possible.
7. Staff areas will be cleaned and disinfected daily. [3]
8. Employees performing routine cleaning and disinfecting will document the date, time and scope of cleaning performed using the cleaning log. [3]
9. High contact areas accessed by patrons including computers, monitors, keyboards, mice and printers will have cleaning supplies available nearby for patron use between daily cleanings.
10. High contact areas in the study rooms will be cleaned after each use.
11. Surfaces contacted by patrons at library programs will be cleaned and disinfected after the program.
12. Cleaning in response to a reported case of a highly infectious virus will follow CDC or other applicable government guidelines.

References

1. List N: Disinfectants for Use Against SARS-CoV-2, United States Environmental Protection Agency
[https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-co v-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-co-v-2)
New York Forward Business reopening Safety Plan Template, New York State Department of Health
https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYS_BusinessReopeningSafetyPlanTemplate.pdf

Adopted by the Library Board of Trustees 06.10.20
Reviewed 06.17.24
Revised 06.17.24