



# Stanislaus County Law Library

Bruce E. Ramsey, President ~ Honorable Marie Sovey Silveira, Secretary ~ Janice A. Schmidt, Director

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*The Stanislaus County Law Library is open on a limited basis effective June 1, 2020*

*This Social Distancing Protocol provides the Worksite-specific COVID-19 Prevention Plan for the Law Library*

## Measures to Protect Employee Health

- Everyone who can carry out their work duties from home is encouraged to do so.
- All employees have been told not to come to work if sick; employees exhibiting symptoms of illness will be directed to return home. Visual cue signage depicting symptoms will be posted outside the building to remind employees this self-check needs to be complete prior to reporting to work.
- Education and Training are available:
  - Law Library employees may visit COVID-19 Employee training info at <http://www.stancounty.com/covid19employeeinfo/>
- Symptom screenings shall be conducted for all workers at the facility at the beginning of their shift.
- All workspaces and computer stations at the Law Library are separated by at least six feet, or a barrier is present.
- Visual cue signage depicting symptoms are posted outside the building to advise the public of the expectation of self-check prior to entering.
- Break rooms, are being disinfected after every use; Bathrooms, and other common areas are being disinfected at least three times daily. Bathrooms are locked and are limited to employees and patrons.
- Hand sanitizer effective against COVID-19, and surface disinfectants and related supplies are available to all employees at the following locations:
  - Front lobby
  - Each individual workstation
  - Break room
  - Mail Room
- Soap and water are available to all employees at the following locations:
  - Restrooms
  - Break rooms
- Employees are required to clean and disinfect personal work areas often, work time is allowable for this function. Employees will avoid sharing phones or other work supplies and never share Personal Protective Equipment (PPE).
- Employees and patrons are encouraged to wear a face covering over their nose and mouth at all times while in common areas such as lobbies, hallways, interview rooms, or restrooms, and when entering or exiting the facility. Face coverings and guidelines for the care and use of face coverings have been provided to employees. Disposable face coverings are available for the public.

- Gloves are provided and shall be worn when handling money, credit cards and patron documents.
- Copies of this COVID-19 Prevention Plan and Social Distancing Protocol have been distributed to all employees.
- Materials checked out shall be quarantined for 48 hours before re-shelving. Appropriate PPE shall be worn by staff when receiving and handling returned materials. Online options should be offered to Patrons for information whenever possible.

## Measures to Prevent Crowds from Gathering/Measures to Protect Public Health

- The number of customers in the facility at any one time is limited to the combined total area. Individual public areas have additional restrictions on the number of patrons in the space at one time as follows:
  - Reference room - 1 User
  - Conference room A – 6 Users
  - Conference room B – 2 Users
  - Reading tables 1-3 – 2 Users per table
  - Reading table 4 – 1 User
  - Computer stations – 3 users
- Patrons are encouraged to continue accessing services available online, by phone and/or when the business must be transacted in person, by appointment.
- The doors to our facility are locked to ingress to ensure that the facility access plan as set forth above is maintained. Use of one entrance/exit will allow for Patron counts to be maintained.
- Patrons are encouraged to wear face coverings for prevention of COVID-19 spread; one-time use/disposable face coverings will be provided when available.
- Employees may refer patrons to visual cue signage of social distancing requirements and opportunity to for self-check for symptoms prior to entering 10<sup>th</sup> Street Place. Note this is not intended to be public screening, but inquiry and education assistance to improve health and safety conditions for the public and employees overall. Obviously ill persons will be asked to return when well.

### Additional Measures for Library Patrons and Users of the Facility

- No outside belongings except those essential to your visit will be allowed in the building.
- Patrons are asked to come alone unless an interpreter is needed.
- Children under the age of 14 are strictly prohibited.
- Individual Patron time in the Law Library may be limited to allow us to serve a greater number of users.
- Patrons shall not rearrange or remove any of the protective coverings on keyboards, mice or screens or any of the sneeze guards between stations.
- Outside food and drink is prohibited.
- Patrons are strongly encouraged to call before coming to the Law Library to determine if needs can be met electronically.

- Rules regarding usage of Library resources for legal information purposes and social distancing protocols are being strongly enforced.

## Measures to Keep People at Least Six Feet Apart/Measures to Protect Public Health

- Signage inside the facility will include;
  - Social Distancing Protocol consistent with CDC and State of California Public Health guidelines
  - Visual cue signage will provide reminders of social distancing/prevention of COVID-19 :
    - Maintaining six feet of distance from others is required
    - Use of face coverings when entering/exiting the facility and at all times in common areas of the building, including elevators, is encouraged
    - Frequent hand washing with soap and water, and/or use of hand sanitizer is advisable
    - Cover cough/sneeze with tissue, or into elbows/sleeves and not hands to prevent COVID-19 transmission
    - Avoid touching eyes, nose, and mouth
    - Clean and disinfect frequently touched objects and surfaces
    - Stay home when you are sick and avoid close contact with people who are sick
- Floor markers demonstrating designated public spaces to be used when accessing the building/services, will be placed at least six feet apart in customer areas inside the facility including elevators, as a reminder to maintain distance.
- All employees have been instructed to maintain at least six feet distance from Patrons and from each other, except when necessary to accept payment, deliver goods or services, or as otherwise necessary in their discretion.

## Measures to Increase Disinfection Procedures

- Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at department/office counters, and anywhere else inside the building or immediately outside where people have direct interactions.
- All high-contact surfaces are disinfected frequently.
- Keyboards have been covered with antimicrobial coverings and are disinfected after each use.
- All patron areas are disinfected frequently.
- Ventilation filters will be changed regularly.

Reasonable Accommodations: If you need special assistance or arrangements to utilize our services please call us at (209)558-7759, or send us an email at [library@stanlaw.org](mailto:library@stanlaw.org) so we can ensure your ability to safely access our services.