

Larimer County
Safer at Home Library Checklist
Biblioteca del más seguro en casa Lista de verificación
(updated 5/23/2020 -- subject to change per State orders)

Business name:

Facility address:

All applicable measures listed below must be completed to reopen. Enforcement will be handled on a complaint basis. You do not need to submit this form to the Larimer County Health Department unless asked to do so. If an inspector enters your facility, you will need to show how the measures included in this checklist are being complied with.

- Employees and volunteers must be educated in the requirements in the checklist and understand how these measures help to reduce the transmission and spread of COVID-19.
- The completed checklist must be posted either in the main office or with other required labor and employment postings.
- If you are not following the checklist requirements, you may be required to close.
- If there is an outbreak associated with your facility, you may be required to close.
- This information could be updated with additional guidance and information released by the state.

Signage:

- [Using templates provided by the Larimer County Health Department](#) at each public entrance of the facility or location to inform all employees and customers about social distancing, not entering when sick and face covering requirements;
- If not using existing templates, signage posted at each public entrance of the facility or location to inform all employees and customers must include:
 - To avoid entering the facility or location if they have a cough or fever.
 - Face coverings must be worn by all employees and customers.
 - Social/Physical distancing requirements of maintaining a minimum six-foot distance between employees and customers.

Measures To Protect Employee Health (check all that apply to the facility):

- Everyone who can carry out their work duties from home has been directed to do so.
- At least 50% of the workforce is working remotely, or shifts have been staggered so no more than 50% of the typical workforce is on-site at any one time.
- All employees have been told not to come to work if sick (including any of the following- headache, sore throat, fever, dry cough, recent inability to taste and smell, shortness of breath, ear aches, body aches, diarrhea, fatigue, vomiting and abdominal pain).
- Symptom checks are being conducted before employees may enter the workspace.
- All desks, individual work stations or work areas are separated by at least six feet.
- Employees who are symptomatic must be excluded from the workplace and required to isolate for 10 days. They should be encouraged to get tested for COVID-19 either through a local provider or [Larimer County's community wide testing](#).
- Frequent cleaning and disinfecting of frequently high touch surfaces such as desks, phones, light switch, door knobs and faucets
- Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule;
 - Break rooms:
 - Bathrooms:
 - Other _____
 - Disinfectant and related supplies are available to all employees at either their workstations or the following location(s): _____

- Hand sanitizer effective against COVID-19 is available to all employees at either their workstations or the following location(s): _____
- Copies of this Protocol have been distributed to all employees.
- Optional—Describe other measures:

Measures To Promote Physical Distancing (check all that apply to the facility):

- Libraries must operate at no more than 50% of normal capacity. (For help in determining that number, reach out to Larimer Health - kodonnell@larimer.org)
- In each confined indoor space, in order to achieve 6 ft social distancing, the limit is 50% of the posted occupancy code limit ensuring a minimum 28 square feet per person not to exceed more than 175 people at any given time.
- Provide dedicated hours for people at higher risk of severe illness from COVID-19.
- Staff must be available to monitor entrances and meter customers into the building.
- Face coverings must be worn by employees and customers at all times.
- Arrange chairs, tables and work spaces so that they are at least six feet apart
- Install protective plexiglass shields or barriers at checkout, information counters or other areas where customers and employees must be in close contact.
- Tape must be applied to floors at areas where lines form to help provide proper physical /social protocol for patrons who are waiting in line.
- Optional—Describe other measures used to promote social distancing.

Measures To Prevent Unnecessary Contact (check all that apply to the facility):

- Use curbside pickup options as a primary way of distributing materials.
- Shared equipment (computers, chairs) must be sanitized between uses.
- Recommend implementing time slot reservations for computer access to allow employees to clean between users.
- Group areas must remain closed, no classes or programming is permitted.
- Optional - Describe other measures (e.g. providing senior-only hours):

Measures To Increase Sanitization (check all that apply to the facility):

- Returned materials shall be quarantined separately for 72 hours prior to returning to normal circulation.
- Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the facility or immediately outside where people have direct interactions.
- Disinfecting all checkout areas throughout the day.
- Disinfecting all high-contact surfaces frequently.
- Optional—Describe other measures:

* Any additional measures not included here should be listed on separate pages, which the business should attach to this document.

You may contact the following employee with any questions or comments about this protocol:

Name:

Phone:

Email: