



HEALTHIER WORKPLACES | A HEALTHIER WORLD

Reopening: Guidance for **Libraries**

Guidance Document

[aiha.org](https://www.aiha.org)

AIHA thanks American Library Association (ALA) for their invaluable input in developing this document.

Overview

The COVID-19 pandemic continues to impact library services. Libraries play a critical role (both in person and virtually) in communities and in higher education institutions and schools. In many areas, libraries have closed voluntarily or have been closed by state and federal governments, yet many have continued to provide virtual or remote library services. While some libraries have remained open, others remain closed (but still have books or other library materials being returned) or are planning to reopen. Thus, there is a need for guidance on maintaining safe library facilities, for both library employees and patrons. This document is intended to provide guidance and considerations for a range of libraries including community, higher education, or school libraries.

With stay-at-home and shelter-in-place orders being lifted and library facilities possibly opening, library employers, employees, and patrons are faced with difficult questions pertaining to preparing the premises in order to reduce the risk of COVID-19 transmission, such as:

- How can we protect the health and safety of library employees and patrons?
- What communication is needed to keep everyone informed of the preventive steps being taken?
- What training is needed for library employees?
- What do we do if an employee or library patron has tested positive for or is suspected to have a case of COVID-19?
- How do we handle crowd management throughout the library, including during peak times?
- How do we deal with cleaning and disinfecting high-contact surfaces such as check-in desks, computer keyboards, and door handles regularly during the day?
- How do we effectively and safely clean and disinfect library materials, such as books or DVDs?

- What are the best practices for drop-off and pick-up of library materials?

The purpose of this guide is to provide clear and actionable guidance towards the safe operation of library facilities through prevention, early detection, and control of COVID-19. SARS-CoV-2, the virus that causes COVID-19, is thought to be spread primarily through aerosolized respiratory droplets at close range. Airborne transmission from exposure to very small droplets over long distances is unlikely. However, there is evidence that this mode of transmission is possible, particularly in crowded, indoor spaces. People may also become infected by touching contaminated surfaces. The virus has been shown to survive in aerosols for hours and on surfaces for days. Infection can occur through eyes, nose, and mouth exposures. There is also strong evidence that people can spread the virus while pre-symptomatic or asymptomatic. Libraries may consider a phased opening approach whereby employees are allowed to return to work in the library first (patrons can check out items “curb-side”), and then later, libraries may open to the public on a limited basis.

What should an Employer do to protect themselves, their employees, and library patrons?

Employers should continually monitor global (World Health Organization [WHO]), federal (Centers for Disease Control [CDC] and Occupational Safety and Health Administration [OSHA]), state, and local guidelines for updates and changes in recommendations, cleaning and disinfecting strategies, and other best management practices. They should seek guidance from regional, national, and international leaders relative to health policy and best practices. Employers should consider forming a knowledgeable team to monitor, assess, and implement new strategies as they become available. In addition, employers should consider the following strategies



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for reducing the risk of COVID-19 transmission in regards to physical distancing, enhanced cleaning and disinfecting practices, ventilation, restrooms, employee wellness, training, waste and laundering, and risk communication.

Due to the wide variety of library facilities (e.g., functions, sizes, physical layout), it may not be possible to implement all of the following recommendations; however, trying to tackle the problem from multiple angles and with multiple layers can help reduce health risks. For libraries with food service (i.e. restaurant, cafe, coffee shop, and/or dining space), please refer to the [Restaurant guidance document](#) for additional information.

Physical Distancing Strategies

- Regulate the use of common areas with clear signage (including maximum occupancy) and physical distancing measures in accordance with public health rules and guidelines for those who are not in the same family unit.
- Place marks on floor wherever a line may develop to assure proper physical distancing. Consider providing infographic sheets on your website or posting signage as a visual reminder of the appropriate physical distancing protocol.
- Consider limiting the capacity (number of patrons) in the library at one time.
- Designate specific days and times for vulnerable populations such as seniors to patronize the library. Restrict entry to only those specific groups during the special hours.
- Consider devoting certain hours of operation for high risk patrons (pregnant women, older individuals, or individuals with underlying medical conditions) to visit the library.
- Remove all paper brochures, flyers, etc. from common areas such as the lobby or front desk.
- If possible, automate certain library services (such as check-out) to limit contact.
- Consider allowing library patrons to pre-order books or other library materials ahead of time and pick up at a secure outdoor location.
- Cancel or postpone library events such as read-alouds, story time, community gatherings/meetings, or tutoring. These events may be conducted virtually.
- Position library computers or desks and chairs to ensure appropriate physical distancing. Consider staggering computer access times.
- Encourage employees and families not to linger or socialize in library. Consider limiting amount of time patrons can spend in the library, and/or limiting the hours of library operation.
- If physical distancing is not possible for librarians or library employees, etc., then partitions should be considered between employees/desks.
- Encourage employees not to linger or socialize in common areas or break rooms.
- Consider closing or eliminating shared common areas to avoid crowds.
- If possible, arrange for administrative employees to work from home.

Enhanced Cleaning and Disinfecting Practices and Ventilation

- Provide cleaning and disinfecting supplies for employees to utilize before/after they use common spaces and contact surfaces.
- The U.S. Environmental Protection Agency (EPA) has developed a [list of products](#) that meet EPA's criteria for use against SARS-CoV-2.
 - Don't mix different EPA registered chemicals together. The combination could be toxic by inhalation. Be particularly careful when using any products containing ammonia, sodium hypochlorite (bleach), or hydrogen peroxide.



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- Review product labels and Safety Data Sheets (SDSs) and follow manufacturer specifications for cleaning and surface contact duration.
- Consider consulting an Occupational and Environmental Health and Safety (OEHS) Science Professional or Industrial Hygiene expert if additional advice is needed. AIHA has a [consultants list](#) of such qualified professionals.
- All cleaning and disinfecting materials should be kept secure and out of reach of children.
- Develop strategies to minimize contact with commonly touched surfaces, and wash hands/utilize hand sanitizer before and after touching high-touch surfaces.
- Disinfect all surfaces and commonly touched equipment and educate employees on common high-touch surfaces. These high-touch, non-porous surfaces (e.g., plastic, metal) may include doorknobs, door or faucet handles, railings, light switches, computers, keyboards, mice, CDs, etc.)
- Ensure disinfection protocols follow product instructions for application and contact time. All items should be allowed to dry thoroughly after cleaning.
- Perform normal routine cleaning of outdoor areas, such as benches.
 - High touch surfaces made of plastic or metal, such as grab bars and railings, should be cleaned and disinfected routinely.
 - Cleaning and disinfection of wooden surfaces (benches, tables) or groundcovers (mulch, sand) is not recommended.
- Do not disinfect sidewalks and roads.
 - The potential for spread of COVID-19 from these surfaces is very low and disinfection is not effective.
- There is no need to disinfect floors, carpets, or rugs.
- Consider developing a standard operating procedure, a checklist, or audit system to consistently train employees on enhanced cleaning/disinfecting practices or to track when and how cleaning and disinfecting is conducted. Note that this may be a requirement in some states or local jurisdictions.
- Establish a disinfection routine so that common areas/surfaces (e.g., lobby, computer stations) can be cleaned and disinfected regularly.
 - Disinfect all hard, non-porous surfaces and commonly touched surfaces and equipment.
 - Seating, doors, restrooms, common areas, etc. should be disinfected at the end of each day.
 - Use disposable wipes or rags when available. If not available, ensure rags are maintained, handled, and cleaned per product instructions.
 - Ensure disinfection protocols follow product instructions for application and contact time.
- Single-use items and used disinfection materials can be treated as regular waste, following regular safety guidelines.
- Any reused cloth materials should be washed and dried on the highest temperature setting allowable for the fabric.
- Deeper cleaning and disinfecting protocols should be developed and implemented in cases where confirmed cases of COVID-19 are discovered. Refer to AIHA's [Workplace Cleaning for COVID-19](#).
- Have processes in place for minimizing exposure to waste (trash cans, sanitary bins, etc.).
- Library patrons should be encouraged to practice good hygiene (hand washing, covering mouth when sneezing or coughing, etc.) when in the library. Signs can be posted around library as reminders.
- Books and other paper-based materials are not considered a high risk for transmission. However, cardboard or plastic-covered books can be disinfected after use.



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- Books and other library materials that have been handled by patrons within the facility should be isolated for a minimum of 24 hours before re-shelving. Isolate for 72 hours, if possible, for additional precautions. Disinfect, if possible, after isolation period.
 - Books and other library materials that have been checked out, then returned, should be isolated for a minimum of 48 hours before re-shelving. Isolate for 72 hours, if possible, for additional precautions. Disinfect, if possible, after isolation period.
 - Refer to additional guidance for [disinfecting books](#) and other [library collections](#).
 - Provide natural ventilation by opening windows and doors whenever possible to increase air flow. If windows and doors cannot remain open, provide good indoor air quality by:
 - Keeping HVAC system operational to maintain thermal comfort and maximize outdoor air based on system design.
 - Maintaining the relative humidity at 40-60%.
 - Limiting the use of portable pedestal or overhead ceiling fans.
 - If you need assistance on HVAC issues, ask an HVAC professional and see the American Society of Heating, Refrigerating, and Air-Conditioning Engineers' (ASHRAE) [COVID-19 \(Coronavirus\) Preparedness Resources](#) updates for more information.
 - AIHA Occupational and Environmental Health and Safety (OEHS) Science Professionals and industrial hygienists are also well versed in general dilution ventilation. AIHA has a [consultants list](#) of such qualified professionals.
- Restrooms (NOTE: See Supplement guidance on use of air dryers)**
- Post signage limiting restroom occupancy to allow for proper physical distancing and to remind employees and visitors to wash hands before and after using the restroom.
 - Minimize touchpoints entering and existing restrooms, if possible.
 - If the door cannot be opened without touching the handle, provide paper towels and a trash can by the door so a paper towel can be used when touching the handle and then discarded.
 - Consider controlling access to bathrooms with a key so disinfection measures can be better managed. If a key is used, consider disinfecting it after each use.
 - Doors to multi-stall restrooms should be able to be opened and closed without touching handles if possible.
 - Place signs indicating that toilet lids (if present) should be closed before and after flushing.
 - Use no-touch faucets, towel dispensers, soap dispensers, and waste receptacles when possible.
 - Hand soap should be readily available for use by occupants.
 - Provide paper towels and air dryers in restrooms.¹
 - The WHO and CDC currently state that hands can be dried using a paper towel or hand dryer.
 - Due to current uncertainties surrounding the transmission of SARS-CoV-2, care should be taken when using a hand dryer or paper towel.
 - The use of touch or push hand dryers is discouraged due to possible surface contamination. If hand dryers are used, consider touchless devices.
 - Businesses and employers should work with HVAC professionals to ensure that bathrooms are well ventilated, and if filtration is used, that proper fil-

¹NOTE VERSION CHANGE: In version 2 of this guidance document, in the section titled "Restrooms" it stated to disconnect or tape off the hand dryer. NOTE: See [Supplement guidance on use of air dryers](#).



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tration practices are being followed.

- Increase frequency and efforts to keep bathrooms clean and properly disinfected and maintain a record of sanitary work practices.
- Common restrooms should be cleaned and disinfected frequently during the day and at closing. Maintain a cleaning/disinfection schedule.

Employee Wellness

- Health checks and reporting requirements of individuals infected with COVID-19 should be explained to employees prior to reopening and again once operations have resumed.
- Communicate to employees the importance of being vigilant when monitoring symptoms and staying in touch with their employer or manager if or when they start to feel sick.
- Revisit your leave or sick program to allow for time off and follow all HR Policies and HIPAA/other regulatory requirements.
- Conduct employee temperature screening and wellness checks before each shift. **(NOTE: be sure to comply with OSHA's Access to Employee Exposure Medical Records standard for confidentiality.)**
 - Temperature screening methods can include manual (use non-contact infrared thermometers) or thermal camera meeting [FDA recommendations](#). Additional screening information/guidance can be found on the [CDC website](#).
 - Assign an employee to manage and conduct the temperature screenings while following CDC guidelines in the above link. If this is not possible, employees can self-check their own temperature.
 - Screening should be done in a manner such that the privacy of employees is respected.
 - Perform a visual inspection for other signs of illness (e.g., flushed cheeks, rapid or difficulty breathing without recent physical activity, fatigue, extreme fussiness, cough).
- Employees who have a fever of 100.4° F (38° C) or above, or other signs of illness should not be admitted to the facility.
- Employers can consider incorporating a wellness questionnaire with questions such as:
 - Have you, or a person you have been in close contact with, been diagnosed with COVID-19 within the last 14 days? (close contact is 6 feet or less for more than 10 minutes.)
 - Have you experienced any cold or flu-like symptoms in the last 72 hours (to include fever, shortness of breath, cough, sore throat, difficulty breathing, nausea, vomiting, and diarrhea)?
 - Have you traveled to an international or domestic “hot spot” in the last 14 days?
 - There are a number of examples available for wellness questionnaires (see Resources below).
- Require employees who have symptoms or signs (i.e., fever, cough, or shortness of breath) or who have a sick family member at home with COVID-19 to notify their supervisor and stay home.
- Sick employees should follow the CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met in consultation with healthcare providers and state and local health departments. Consider waiving requirements for medical documentation during the pandemic, as CDC has advised people with mild illness NOT to go to the doctor's office or emergency room.
- If employee is sick or receives positive COVID-19 test results, results should be reported to employer. In the case of a positive COVID-19 test result, the employee must stay home until cleared for physical return to the workplace by their medical provider, following the CDC's [Discontinuation of Isolation for Persons with COVID -19 Not in Healthcare Set-](#)



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[tings](#).

- If an employee tests positive:
 - Follow federal, state, and local recommendations for reporting and communicating cases, while remaining compliant with regulations and guidelines pertaining to protecting private health information such as confidentiality required by the Americans with Disabilities Act (ADA). See OSHA for guidance on reporting workplace exposures to COVID-19.
 - Engage HR immediately and enforce all applicable HR rules and regulations.
 - The employee shall be isolated to the area they are in currently and removed from the work site for a minimum of 14 days.
 - Any individuals having “close contact” (within approximately 6 feet) with the sick employee should also be isolated from the work site for 14 days; and all other employees should continue to follow physical distancing rules. Communicate and reinforce with employees, while maintaining PII and HIPAA requirements, that they may have been exposed and to closely monitor their health, temperature, and current symptoms as identified by the CDC. Contact tracing and sharing of employee information should be done under the guidance of Human Resources due to privacy requirements of HIPAA, ADA, and EEOC. See the CDC’s [“Coronavirus Disease 2019 \(COVID-19\) General Business Frequently Asked Questions”](#).
 - Enhanced cleaning and disinfecting should be done immediately by trained personnel, who should wear face coverings and gloves, dispose of gloves after use, and wash hands and face when complete. Visibly dirty surfaces shall be cleaned using a detergent or soap and water PRIOR to disinfection.
 - For disinfection, use only EPA-registered disinfectants on [List-N](#).
- Keep sick employees separate from well employees until the sick employees can return home.
- Encourage those who are sick or at greater risk to stay home. This includes:
 - People with underlying medical conditions.
 - People who live with elderly people or those who are at risk.
 - People with upper respiratory or flu-like symptoms or who live with someone with these clinical symptoms.
 - People with COVID-19, people who live with someone with COVID-19, or who have been exposed to someone with COVID-19.
- Employers should educate employees to recognize the [symptoms of COVID-19](#) and provide instructions on what to do if they develop symptoms. At a minimum, any worker should immediately notify their supervisor, their health care provider, and the local health department, who will provide guidance on what actions need to be taken.
- Stagger employee shifts, start times, and break times (as feasible).
- Ask employees to consider the following if they commute to work using public transportation:
 - Use other forms of transportation if possible.
 - If taking public transportation, maintain physical distancing and wear a cloth or disposable face covering.
 - Change commute time to less busy times if possible.
 - Wash hands before and as soon as possible after their trip.
- Provide employees adequate time and access to soap, clean water, and single use paper towels for handwashing.
- At minimum, employees should wash their hands after they have been in a public place, after touch-



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ing their face covering, after blowing their nose, coughing, or sneezing, after using the restroom, after touching any common contact surfaces, and before eating. **Avoid touching eyes, nose, or mouth with unwashed hands.**

- Employees should wash hands with clean, running water, apply soap, lather and scrub for at least 20 seconds, then rinse. Dry hands using a clean paper towel or air dry. When soap and water can't be used, use an alcohol-based hand sanitizer that contains at least 60% ethanol or 70% isopropyl alcohol. Any use of alcohol-based hand sanitizers should follow local and State guidelines.
- Make hand sanitizer stations available throughout work and public places. Stations should also be placed in convenient locations, such as at entrances, exits, near elevators, and restrooms. Touch-free hand sanitizer dispensers should be installed where possible.
- Post signs and reminders at entrances and in strategic places providing instruction on hand hygiene, respiratory hygiene, and cough etiquette. This should include signs with images for non-English readers, as needed.
- Use no-touch waste receptacles when possible.
- Remind employees that if someone coughs or sneezes, they should cover their mouth and nose with a tissue and throw used tissues in the trash. If they don't have a tissue, cough or sneeze into their elbow, not their hands. Immediately wash their hands after blowing their nose, coughing or sneezing. Learn more about [coughing and sneezing](#) etiquette.
- Remind employees that people may be able to spread COVID-19 even if they do not show symptoms.
- Depending on local requirements, in alignment with CDC recommendations, request library employees wear cloth or disposable face covering whenever physical distancing cannot be maintained (indoors

or outdoors). Ensure the face covering is properly maintained and cleaned. Additional information on cloth face coverings can be found on [CDC's web-site](#). (NOTE: Cloth or disposable face coverings primarily protect other people. A cloth or disposable face covering is not a substitute for physical distancing.)

- Employees should be frequently reminded not to touch their face covering and to wash their hands frequently. Information should be provided to all employees on proper use, removal, and washing of cloth face coverings. Additional information on cloth face coverings can be [found here](#).
- Cloth or disposable face coverings may prevent people who do not know they have the virus from transmitting it to others; these face coverings are not surgical masks, respirators, or personal protective equipment (PPE).

Training

- Employers should notify employees of new workplace policies and changes prior to reopening and upon resuming operations.
- Implement and inform employees of supportive workplace policies as applicable:
 - Flexible sick leave policies consistent with public health guidance. Providing paid sick leave is an important way to encourage employees to stay home when sick.
 - Consider not requiring a COVID-19 test result or a healthcare provider's note for employees who are sick to validate their illness in order to qualify for sick leave. If you do require a doctor's note from your employees to verify that they are healthy and able to return to work, be aware that healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner. Get more information related to the [Americans with Disabilities Act during the COVID-19 pandemic](#).



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- Flexibility to stay home to care for a sick family member.
 - Human resources policies consistent with public health guidance, and state and federal workplace laws. For more information on employer responsibilities, visit the [Department of Labor's](#) and the [Equal Employment Opportunity Commission's](#) websites.
 - Employee assistance program and community resources to help employees manage stress and receive support.
 - Encourage employees at increased risk for severe illness to request special accommodations to allow them to perform their job duties safely while also protecting sensitive employee health information.
- Post signs and reminders at entrances and in strategic places providing instruction on hand hygiene, respiratory hygiene, and cough etiquette. This should include signs for non-English speakers, as needed.
 - Provide Safety Data Sheets (SDS) for cleaning and disinfection products and ensure employees are aware of the hazards of use. Incorporate new hazards into existing OSHA Hazard Communications Program.
 - Employees should receive, at minimum, awareness training on cleaning and disinfection products used in the workplace following OSHA Hazard Communication Standards. For employees who will use cleaning and disinfecting products, training should also include proper use, PPE, disposal, and all precautionary measures.
 - Health checks and reporting requirements of individuals infected with COVID-19 should be explained to employees prior to reopening and again once operations have resumed.
 - Employees should evaluate their health constantly; if they are sick, have a fever or symptoms, or someone at home is sick, then they should remain home. **NOTE: Employer HR Policies, HIPAA guidelines and other laws should be followed at all times.**
 - If an employee tests positive for COVID-19:
 - They should stay home and isolate until cleared for physical return to the workplace by their medical provider, following the CDC's [Discontinuation of Isolation for Persons with COVID -19 Not in Healthcare Settings](#).
 - Contact their supervisor and report their results as soon as possible.
 - Notify their supervisor about others in the workplace with whom they came into contact.

Waste and Laundering

- Use no-touch waste receptacles when possible.
- Single-use items and used disinfection materials can be treated as regular waste, following regular safety guidelines.
- Any reusable cloth materials can be washed with detergent and dried on the highest temperature setting for the fabric.
- Ensure all commercial laundry services are aware of the potential for SARS CoV-2 viral exposure before laundering.

Communication

- Communicate to the employees and library patrons about what is being done to mitigate the spread of COVID-19 (e.g., disinfection routine, health policies for employees, physical distancing, and health and safety measures in place).
- Consider communicating the visible symptoms of COVID-19 exposure.
- Platforms for verbal/written communication can include the use of social media, websites, and posting information on indoor/outdoor bulletin boards.



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- Communicate the importance of good personal hygiene through clear signage around the library (i.e., hand washing, covering nose and mouth when sneezing or coughing, etc.).

Other Control Measures

- Although perhaps not necessary if hand-washing protocols are rigorously followed, consider providing disposable gloves to employees, especially when cleaning and disinfecting the building, removing waste materials, and cleaning the restrooms.
 - If gloves are worn, they must be changed regularly, and they are not a substitution for hand-washing.
 - Remove or replace any gloves that are torn or damaged. Users should check their gloves frequently for damage to avoid exposure.
- Consider offering temperature and health screenings before patrons enter library.
- Consider communicating to library patrons to only touch library materials they intend to take home.
- Plan for employee absences by developing flexible attendance and sick-leave policies, plan for alternative coverage, and monitor and track COVID-19 related employee absences.
- Stay informed about local COVID-19 information and updates in your geographic area from local or state health departments.

What should a library Employee do to protect themselves and patrons visiting the library?

- Employees should evaluate their health continuously; if they are sick, have a fever or symptoms, or someone at home is sick, then they should remain home. **NOTE: Employer HR Policies, HIPAA guidelines and other laws should be followed at all times.**

- Maintain cloth or disposable (or better if you have it) face covering, clean or replace frequently, and use at minimum when unable to maintain physical distancing of 6-feet.
- Depending on local requirements, in alignment with CDC recommendations, wear a cloth or disposable face covering whenever physical distancing cannot be maintained (indoors or outdoors). Ensure the face covering is properly maintained and cleaned. Additional information on cloth face coverings can be found on [CDC's website](#). **(NOTE: Cloth or disposable face coverings primarily protect other people. A cloth or disposable face covering is not a substitute for physical distancing.)**
- With the exception of children less than two, and individuals who have difficulty breathing, are unconscious, or otherwise unable to remove a face covering without assistance, CDC recommends that all people wear a cloth or disposable face covering in public settings and when around people who don't live in their household, especially when other physical distancing measures are difficult to maintain.
- Non-medical cloth or disposable face coverings or cloth or disposable face coverings are NOT Personal Protective Equipment (PPE), but they do offer some protection to others and should be worn while near other people in common spaces or shared workspaces. They are not a substitute for physical distancing, engineering controls, cleaning and disinfecting, proper hygiene, or staying home while sick.
- Remove cloth or disposable face coverings correctly and wash hands after handling or touching a used face covering.
- Wash cloth face coverings after each use. Cloth face coverings can be included with regular laundry. Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the face covering. Use the highest heat set-



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ting and leave in the dryer until completely dry. If air drying, lay flat and allow to completely dry. If possible, place in direct sunlight.

- Let your employer know if you have concerns about PPE that may be provided to you and that you are properly instructed on how to use it. [The CDC has recommended sequences for donning and doffing PPE.](#)

NOTE: If an employer chooses to provide or the employee supplies their own N95 respirator, please fully consider all the potential OSHA requirements.

- Maintain good hygiene practices (washing hands with soap and water for at least 20 seconds or a hand sanitizer with at least 60% ethanol or 70% isopropyl alcohol). For more information, refer to [CDC's handwashing guidelines](#).
- If an employee tests positive for COVID-19:
 - Stay home and isolate until cleared for physical return to the workplace by your medical provider, following the CDC's [Discontinuation of Isolation for Persons with COVID -19 Not in Healthcare Settings](#).
 - Contact your supervisor and report your results as soon as possible.
 - Notify your supervisor about others in the workplace with whom you came into contact.

Worker Rights

AIHA believes that basic protections are worker rights, as well as an essential ingredient of occupational health and safety systems, and that employers must provide a safe and healthful work environment.

What can Library Patrons do to minimize the transmission of COVID-19?

- Evaluate your own and your family's health con-

stantly. If anyone in the household is sick, has an elevated temperature or other signs and symptoms, stay home and contact your healthcare provider. If someone at home is sick or you came into contact with someone who became sick, stay home. If you have allergies or other medical illnesses, stay home.

- Library patrons should inform the library if they or a family member has been diagnosed with or in contact with someone diagnosed with COVID-19 after visiting the library.
- Wear a cloth or disposable face covering when out in public and maintain physical distancing (maintain 6-feet of separation from others).
- Wash your hands throughout the day, and after touching your face or face covering.
- Cover your mouth and nose with a tissue when you cough or sneeze and throw used tissues in the trash. If you don't have a tissue, cough or sneeze into your elbow, not your hands. Immediately wash your hands after blowing your nose, coughing or sneezing. Learn more about [coughing and sneezing](#) etiquette.

Resources

- American Library Association (ALA) [Pandemic Preparedness](#).
- ALA [COVID-19 Response](#).
- CDC [General Business Frequently Asked Questions](#).
- CDC [Guidance for Schools and Child Care Programs](#).
- CDC [Cleaning and Disinfection for Community Facilities](#).
- CDC [Cleaning and Disinfecting Your Facility](#).
- CDC [Schools and Child Care Programs: Checklist for Teachers and Parents](#).



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- CDC [Cleaning and Disinfection for Non-emergency Transport Vehicles](#): Interim Recommendations for U.S. Non-emergency Transport Vehicles that May Have Transported Passengers with Suspected/Confirmed Coronavirus Disease 2019 (COVID-19).
- CDC Health Screening [“Should we be screening employees for COVID-19 symptoms?”](#) section of General Business Frequently Asked Questions
- Institute of Museum and Library Services (IMLS) [Mitigating COVID-19 When Managing Paper Based, Circulating, and Other Types of Collections](#).
- Public Library Association: [Free Webinar Series](#).
- AIHA's Indoor Environmental Quality Committee developed these guidance documents about re-opening and cleaning buildings after closures due to COVID-19: [Recovering from COVID-19 Building Closures](#) and [Workplace Cleaning for COVID-19](#).
- AIHA's [Considerations on the Safe Use of UVC Radiation](#)
- AIHA's [Focus on Construction Health: COVID-19](#)
- AIHA's [Effective and Safe Practices: Guidance for Custodians, Cleaning and Maintenance Staff](#)
- AIHA's [Employers Guide to COVID-19 Cleaning & Disinfection in Non-Healthcare Workplaces](#)
- AIHA's [Reducing Risk of COVID-19 Using Engineering Controls](#)
- AIHA's [PPE for SARS-CoV-2](#)
- AIHA's [Use of Real Time Detection Systems](#)
- AIHA's [Proper Use of Respirators for Healthcare Workers & First Responders](#)
- AIHA's [Workers Rights White Paper](#)

AIHA®

AIHA is the association for scientists and professionals committed to preserving and ensuring occupational and environmental health and safety (OEHS) in the workplace and community. Founded in 1939 as the American Industrial Hygiene Association® (AIHA®), we support our members with our expertise, networks, comprehensive education programs and other products and services that help them maintain the highest professional and competency standards. More than half of AIHA's nearly 8,500 members are Certified Industrial Hygienists (CIH), and many hold other professional designations. AIHA serves as a resource for those employed across the public and private sectors, as well as to the communities in which they work. For more information, visit [AIHA.org](https://www.aiha.org).

About Occupational and Environmental Health and Safety Professionals

Occupational and environmental health and safety (OEHS) professionals (also known as industrial hygienists) practice the science of anticipating, recognizing, evaluating, and controlling workplace conditions that may cause workers' injury or illness. Through a continuous improvement cycle of planning, doing, checking and acting, OEHS professionals make sure workplaces are healthy and safe.

- Get additional resources at AIHA's [Coronavirus Outbreak Resource Center](#).
- Find a qualified industrial hygiene and OHS professionals near you in our [Consultants Listing](#).



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Disclaimer

AIHA is not legally responsible and shall be held harmless from all claims, causes of action, and demands, whatsoever, any third party may incur on account of damage, loss or injury resulting from adhering to these guidelines.

These guidance documents were primarily developed for those smaller business that don't have readily available occupational health and safety resources, and designed to help business owners, employers, employees and consumers implement science-backed procedures for limiting the spread of the coronavirus. They are subject to any local, state, or federal directives, laws, or orders about operating a business and should only be used if they do not conflict with any such orders.

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