

**St. Joseph Public Library
Guidelines for Disinfecting Library Branches with Staff and/or Patrons Present**

Germs than can infect people are mostly found in high touch areas such as:

- doors: handles, latches and other high touch areas
- toilet flush handles
- faucet handles
- soap dispenser levers
- sink countertops
- baby changing tables
- phones
- desks
- keyboards

Library custodial staff cleans library branches daily, Monday – Friday. In response to welcoming the public back into library branches while the COVID-19 pandemic is still active as a precaution library staff will periodically disinfect high touch areas.

- Library staff will frequently wash and sanitize their hands throughout the workday.
- Library staff will wipe down work surfaces before and after they use a workspace that is used by other staff.
- High touch areas used by patrons will be sanitized every two hours.
- While EPA registered (in relation to the coronavirus) disinfectant spray is available, staff will follow manufacture directions and spray areas, allowing them to dry.
- While EPA registered (in relation to the coronavirus) disinfectant wipes are available, staff can opt to use them and will follow manufacture directions to disinfect surfaces
- If a bleach solution is used surfaces will be sprayed, the solution will be left on the surface for at least one minute and then wiped down with a paper towel.
 - To make a bleach solution mix:
 - 5 Tablespoons (1/3 cup) of bleach per gallon of water OR
 - 4 teaspoons of bleach per quart of water
- 70% isopropyl alcohol, or an alcohol wipe, can be used to clean electronic surfaces