OpenSafely

Stay Safe Against the Coronavirus

MAINTAIN PHYSICAL DISTANCE
Even if you feel well, stay at home as much as possible. In public, keep at least 6-feet distance from others. Avoid unnecessary appointments.

PRACTICE GOOD HYGIENE
Wear a face mask or covering in public. Cover your cough and sneezes. Avoid touching your eyes, nose and mouth.

PROTECT LOUISIANANS AT RISK
Take special caution to avoid exposing the elderly and people with underlying health conditions. Stay home when sick.

Phase 3 - Libraries

START DATE: March 3, 2021

UPDATED March 2, 2021

The Office of State Fire Marshal is providing you with this update in conjunction with the Office of the Governor and the Louisiana Department of Health to keep you up to date with additional information and/or changes as it becomes available during our battle with COVID-19. These notifications are issued automatically and immediately to those who sign up through "OpenSafely" (https://opensafely.la.gov/).

Every attempt is being made to highlight critical changes that have occurred since the previously published notification for your convenience. However, please read through this entire document in context as these changes do not stand on their own and all of the additional general information and clarifications made may not be highlighted.

Preface:

This phasing plan applies to those non-essential businesses that have been affected during the COVID-19 stay-at-home order. Essential (critical) infrastructure businesses are not further restricted by these new guidelines and may continue to operate under the current guidelines that are applicable to the specific

business. Refer to: https://gov.louisiana.gov/assets/docs/covid/Essential-Infrastructure_fact-sheet.pdf for specific information regarding critical infrastructure businesses.

COVID-19 is a highly contagious and deadly disease. The fundamental concept of this phased opening plan is to slowly open businesses at reduced occupant capacities that will allow for social distancing and circulation to keep employees and patrons safe. Everyone's cooperation is critical to the success towards defeating this disease and revitalizing our economy.

The virus spreads primarily through person-to-person contact, from droplets that are formed by coughing, sneezing or other projections, or by touching infected surfaces and then touching one's eyes, nose or mouth. Individuals can carry the virus and be contagious for up to 14 days prior to having any symptoms. The guidelines outlined below for social distancing, face coverings and sanitation are proven methods of mitigating these modes of transmission. **THE MOST IMPORTANT FACT** to remember is that COVID-19 is still prevalent across the state. We must all continue to do our part to help slow the spread, protect the most vulnerable and continue to remain vigilant until a cure or vaccine is widely available to provide general immunity.

Every individual in Louisiana shall wear a face covering over the nose and mouth when inside a commercial establishment or other building or space open to the public, whether indoor or outdoor.

Below are a few additional public health recommendations to help businesses comply:

- See the Face Covering Guidance section below for a link to instruction on the proper use of face coverings.
- See the Referenced Documents section below for LDH's downloadable "thank you for wearing a mask" poster options 1 and 2 for business storefronts;
- Screen customers for symptoms before entry;
- Move to reservation systems to discourage congregating in groups while waiting for service;
- Adopt sick leave policies that reduce the disincentive for employees to try to come to work sick; and
- Allow employees in high-risk groups or who directly live with/care for a high-risk individual to work in areas without direct public contact.

Guidance:

Libraries must adhere to moderate mitigation standards and social distancing measures to prevent the spread of COVID-19. Six feet of separation from other individuals not within the same household is recommended. Measures such as face covering, hand hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced. **Individuals 65 years or older, people of all ages with poor control of medical issues like high blood pressure, heart disease, obesity, or a weakened immune system are at a higher risk for getting very sick or dying from COVID-19 and should strictly adhere to all CDC guidelines, and are encouraged to stay at home as much as possible.** The specific requirements and guidelines for this service industry during this phase are listed below. These requirements and guidelines supplement and do not replace any directives or guidance provided by other state agencies, boards and commissions, or other authorities having jurisdiction. Where conflicts occur, the stricter of the requirements will apply.

Occupant Capacity and Building Safety Rules:

The maximum building capacity during the **Phase 3** period is limited to 75% of the normal established capacity and is limited by the social distancing requirements of 6 feet as outlined below:

- Do not exceed the maximum building capacity of 75% which can be accomplished as follows:
    - One person per every 1-1/2 seats provided; or
    - 75% of the posted capacity by order of the State Fire Marshal.
- Seating shall be assigned so that a minimum of 6 feet of distance between individuals and small groups is maintained.
- Group seating shall not exceed 15 people and should be limited to persons who are members of the same household.
- Avoid assigned seating within 6 feet of aisles to allow for circulation without encroaching upon others seated.
- Reduce employee area capacity to allow for 6-foot distancing between employees.
- Do not allow physical contact between employees and customers.
- Interior waiting areas shall be closed. Waiting may be provided outside of the facility while following social distancing guidelines or persons shall wait in cars. Appointments should be strongly encouraged.
- Eliminate gatherings in the building while entering, exiting, or moving about.
- Current evidence suggests that SARS-CoV-2 may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces, as well as high-touch surfaces, followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings. Follow the CDC guidance for proper cleaning and disinfecting. https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Checklist for Management:

- ☑ Actively enforce the capacity, masking, and social distancing requirements and manage the visitors' movements.
- ☑ Ensure the exterior waiting areas are not blocked.
- ☑ Maintain social distancing requirements explained in this document.

- ☑ EPA recommends that building owners and managers take proactive steps to protect public health by minimizing water stagnation during closures and taking action to address building water quality prior to reopening: https://www.epa.gov/coronavirus/information-maintaining-or-restoring-water-quality-buildings-low-or-no-use

Checklist for All Staff:

- ☑ Check for fever or respiratory symptoms daily.
- ☑ Keep at least 6 feet from other employees and visitors.
- ☑ Wear face coverings.
- ☑ Frequent handwashing is the most important hand hygiene that can be done to stop the spread of COVID-19. Gloves are recommended when touching products, goods, money and credit cards, but are otherwise not recommended for tasks that do not normally require gloves. If gloves are worn:
    - Hands should be washed before putting gloves on and after removing gloves.
    - Gloves should be changed often, changed between tasks, changed when they are obviously soiled, and changed after each interaction with a new individual.
- ☑ If gloves are not available, use hand sanitizer between each task and after client interaction.
- ☑ Clean and sanitize items you touch often and that customers touch often.
- ☑ Clean and sanitize carts and counters.
- ☑ Clean and sanitize surfaces that customers touch often, like doorknobs, handles, plates, light switches, countertops, refrigerator and freeze door handles, etc. Current evidence suggests that SARS-CoV-2 may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces, as well as high-touch surfaces, followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings. Follow the CDC guidance for proper cleaning and disinfecting. https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html
- ☑ Clean and disinfect the restrooms regularly.
- ☒ Do not touch the customers.

Face Covering Guidance:

Refer to Louisiana Department of Health guidance here:
http://ldh.la.gov/assets/oph/Coronavirus/resources/CDC-DIY-cloth-face-covering-instructions.pdf

Steps for Cleaning Areas and Other Items:

1. First, clean the area or item with soap and water or another detergent if it is dirty.

2. Then, use disinfectant.

   - If possible, use EPA-registered household disinfectant.

   - Follow the instructions on the label to ensure safe and effective use of the product.

     Many products recommend:
     - Keeping surfaces wet for a period of time (see product label).
     - Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

     Diluted household bleach solutions may also be used if appropriate for the surface.
     - Check the label to see if your bleach is intended for disinfection and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening, may not be suitable for disinfection.
     - Unexpired household bleach will be effective against coronaviruses when properly diluted.
     - Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
     - Leave the solution on the surface for at least 1 minute.

     To make a bleach solution, mix:
     - 5 tablespoons (1/3rd cup) of bleach per gallon of water; or

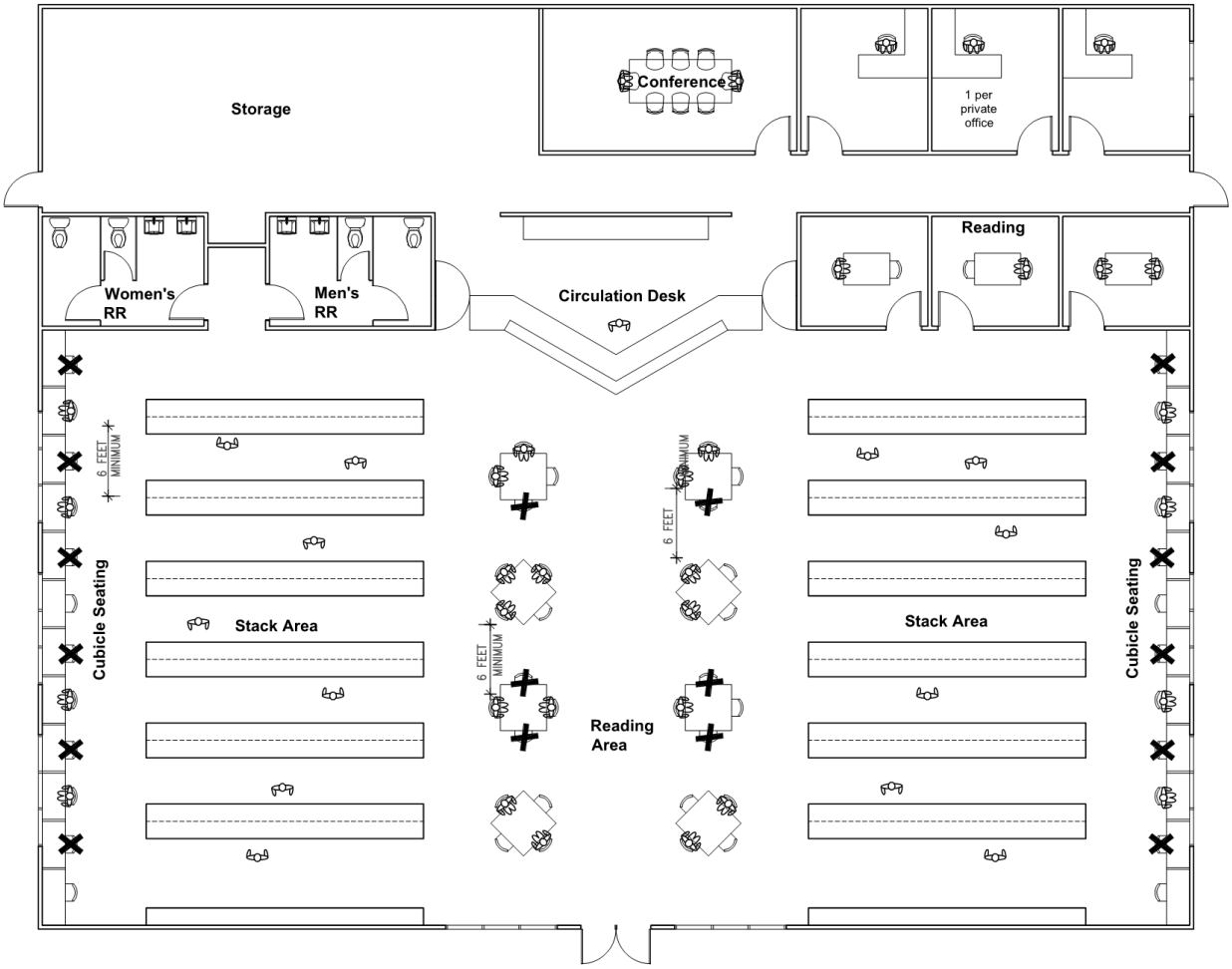
     - 4 teaspoons bleach per quart of water.

     Alcohol solutions with at least 70% alcohol may also be used.

   The CDC offers this additional guidance for cleaning: https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Sample Seating Layout:

Normal maximum capacity = 96 (32 stack, 64 reading), Phase 3 maximum capacity = 72 (24 stack, 48 reading - 75%)



Referenced Documents:

- Essential (Critical Infrastructure) Services remain operational with guidelines in place. See: https://gov.louisiana.gov/assets/docs/covid/Essential-Infrastructure_fact-sheet.pdf
- Face mask sign option 1: http://ldh.la.gov/assets/oph/Coronavirus/resources/Face-Mask-Sign-Option-1.pdf
- Face mask sign option 2: http://ldh.la.gov/assets/oph/Coronavirus/resources/Face-Mask-Sign-Option-2.pdf

Signage Samples:

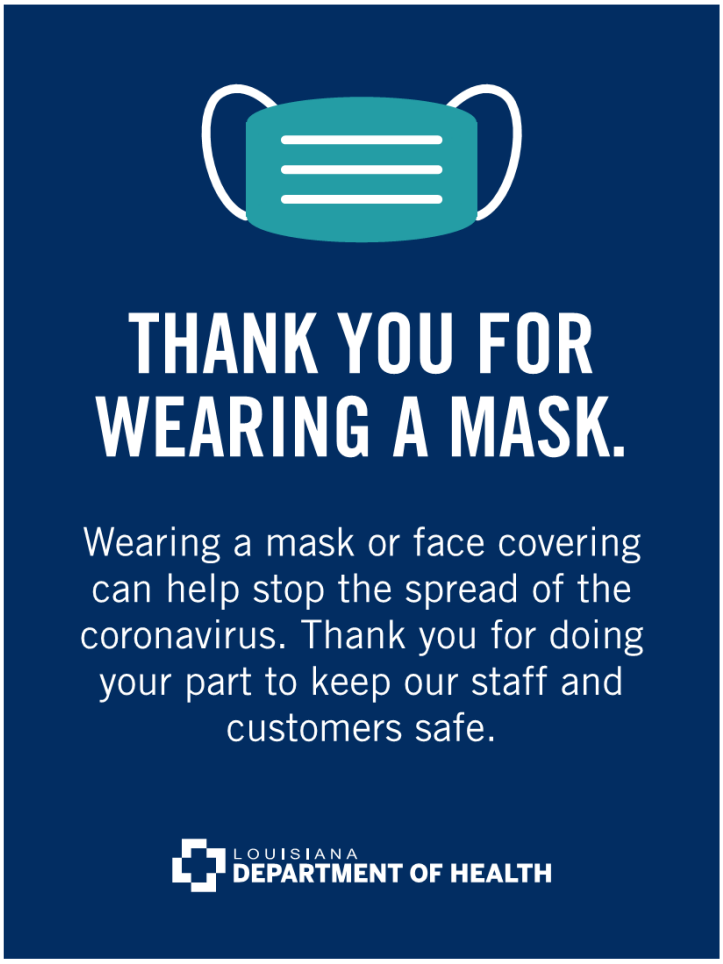
COVID-19 DAILY SELF CHECKLIST

Review this COVID-19 Daily Self Checklist before entering this establishment.

HAVE YOU EXPERIENCED ANY OF THE FOLLOWING SYMPTOMS?

- ☑ Fever (temperature over 100.4°F) without having taken any fever reducing medications
- ☑ Loss of smell or taste
- ☑ Shortness of breath or difficulty breathing
- ☑ Fatigue
- ☑ Muscle or body aches
- ☑ Headache
- ☑ Sore throat
- ☑ Congestion or runny nose
- ☑ Nausea/vomiting, diarrhea, loss of appetite
- ☑ Asked to self-isolate or quarantine by a medical professional or by a local public health official

SYMPTOMS MAY APPEAR **2-14 DAYS AFTER EXPOSURE TO THE VIRUS.**

If you answered yes to any of the above symptoms in the checklist, please do not enter this establishment and seek medical advice immediately.

For more information, please visit: *http://ldh.la.gov/coronaviurs* or *http://cdc.gov*.