



**Toccoa Stephens  
County Public Library**

## **Coronavirus Protocol (COVID-19)**

*Toccoa-Stephens County Public Library is dedicated to the health and safety of our Staff and our Patrons. The Coronavirus continues to spread throughout the world with as many as 700 people who have been diagnosed with it in the United States alone. With this being said, we have developed a staff protocol to try to keep the Library as a safe haven in our community.*

- 1. Stay home if you are sick-** *Protect other people from infection by being extra cautious if you are not feeling well.*
- 2. Keep your hands clean!** *The CDC suggests that you should wash your hands often and thoroughly. You should spend at least 20 seconds washing all parts of your hands. Alcohol-based hand sanitizers, which should be rubbed in for about 20 seconds, can also work, but the gel must contain at least 60 percent alcohol.*
- 3. The Centers for Disease Control and Prevention recommends you avoid touching your eyes, nose and mouth with unwashed hands!**
- 4. Library staff will be taking extra precautions to continually disinfect and clean the hard surfaces of the library and the items that have a high use such as computer keyboards, books and other circulating items.**
- 5. If the CDC declares a pandemic or state of emergency and the library has to close temporarily, we will post the announcement on the Library door, the Library's Facebook page, the Library's website and it will be announced through the local radio station. Please keep in mind that if the Library has to close, patrons will not accrue any fines during that time.**