**Jonesville District Library**

**COVID-19 Cleaning procedures**

**Supplies:**

* Paper Towels
* Liquid Sanitizer in Spray bottle
* Bleach solution in Spray bottle – 4 tsp. per quart water
* **Do NOT use folded hand towels for cleaning – hand washing use only**

**Restrooms:**

* Restrooms must be disinfected regularly
  + Daily during Phases 1 & 2
  + Every 2 hours during open hours of Phases 3 &4
  + Disinfecting includes:
    - Cleaning toilet exterior and seat
    - Cleaning sink
    - Wiping down door handles, sink handles, TP dispenser, towel dispenser, cup dispenser
* General restroom cleaning competed at regular routine

Counters/Flat Surfaces & Door Handles:

* Must be disinfected regularly
  + Do not spray directly on surface
  + Spray into paper towel and wipe surfaces down

**Public Computers:** (usage rules TBD)

* Must be disinfected between users
  + Wipe down keyboards, monitors, & mice
  + Wipe down counter surrounding computer
* Time limits will be set
* No headphones given out

**Staff area, computers, phones:**

* Disinfect regularly between use
* Do Not share computers or phones unless absolutely necessary
  + Wipe down between uses if shared by staff

**Regular clean schedule maintained for general library cleaning**