**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**