

## Best Practices Guidelines

<h1>Libraries</h1> <span>- updated 8/17/20 - Note: <b>NO State Guidance has been issued for the re-opening of Public Libraries</b></span>	
Critical Functions	<p>Libraries serve as a focus for intellectual growth, research and learning for people of all ages. Through libraries, cities and towns provide collective access to books and other resources which no individual could hope to afford.</p> <p style="text-align: right;"><b>Massachusetts Public Library Trustees Handbook</b></p>
Statutory Notes	<ul style="list-style-type: none"> <li>• <b>Chapter 190 - Public Libraries</b></li> <li>• <b>Sec. 11-32. Legislative body of municipality may establish or operate a public library.</b> ... Such library and reading room shall be free to the use of the inhabitants of the city, subject to such reasonable rules and regulations as the board of trustees may adopt in order to render the use of the library and reading room of the greatest benefit.</li> </ul>
Executive Orders	<p><b>7N-1</b> - Addressed social distancing in order to minimize COVID-19 exposure, <b>amended and superseded by Executive Order 7D and now 7N-1</b></p> <p><b>Executive Order 7N Link:</b> <a href="https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7N.pdf">https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7N.pdf</a></p> <p><b>7B - Suspension of in-person open meeting requirements:</b> The order modifies statutes regarding state and local government meetings that are required to permit members of the public to attend in-person and authorizes those meetings to be held remotely by conference call or videoconference, provided that the public is provided remote access to view or listen to the meetings and access materials for the meetings. <b>Sec. 1-206, 225 and 226</b></p> <p><b>Executive Order 7B Link:</b> <a href="https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7B.pdf">https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7B.pdf</a></p> <p><b>7H-1 - Amended by 7ZZ-10 - Restrictions on workplaces for non-essential business:</b> The order directs <b>all non-essential businesses and not-for-profit entities in Connecticut to prohibit all in-person functions</b> if they are able to, effective Monday, March 23, 2020 at 8:00 p.m. The governor is encouraging all businesses to employ, to the maximum extent possible, any telecommuting or work-from-home procedures that they can safely implement. The governor’s order excludes any essential business or entity providing essential services or functions, such as healthcare, food service, law enforcement, and similar critical services.</p> <p><b>Executive Order 7H Link:</b> <a href="https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7H.pdf">https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7H.pdf</a></p> <p><b>7L-3 - Suspends restrictions on the re-employment of retired municipal employees:</b> To enable municipalities to meet critical staffing needs caused by COVID-19 with skilled and experienced employees who require little to no additional training, the order modifies state statutes to allow certain retired employees who are in the municipal retirement system to work without any hourly or durational limitation while also continuing to receive retirement allowances. <b>Sec. 7-438(b). Continuation of retirement allowance upon other public employment. Participation in state retirement system. Reemployment by participating municipality.</b></p> <p><b>Executive Order 7L Link:</b> <a href="https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7L.pdf">https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7L.pdf</a></p> <p><b>7V-1 - Safe workplaces in essential businesses:</b> Requires the Department of Economic and Community Development to work in consultation with the Department of Public Health on the development of legally binding statewide rules prescribing additional protective measures that every workplace in Connecticut deemed essential – and any other business or nonprofit allowed to remain open – must follow. Such rules will be mandatory throughout the state.</p> <ul style="list-style-type: none"> <li>• Immediately upon Governor Lamont’s signing of this executive order, the Department of Economic and Community Development published the Safe Workplaces Rules for Essential Employers on its website, outlining guidance for these businesses. These rules go into effect immediately.</li> <li>• Nothing in such rules or this order shall supersede Executive Order No. 7S, Section 1, or the “Safe Stores” rules</li> </ul> <p>✓ Go to DECD’s website for the most recent guidance: <a href="https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers">https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers</a></p>

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#### Executive Orders

**Executive Order 7V Link:** <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7V.pdf>

**7X-3 - Extension of closures, distancing, and safety measures through May 20, 2020:** Extends the date for all previously enacted closures, distancing, and safety measures until at least May 20. This includes previously enacted limits on restaurant, bar, and private club operations; closure of on-site operations at off-track betting facilities; closure of operations at gyms, sports, fitness, and recreation facilities and movie theaters; closure of large shopping malls; closure of places of public amusement; safety and distancing measures for workplaces and non-essential businesses, prohibition on social and recreational gatherings of more than five people; and restrictions on retail operations.

**Executive Order 7X Link:** <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7X.pdf>

**7BB-1 - (Repealed and Replaced with EO 7NNN) Cloth face coverings or higher level of protection required in public wherever close contact is unavoidable** - Each employee shall be required to wear a mask or other cloth material that covers his or her mouth and nose at all times while in the workplace. Towns shall issue such masks or cloth face coverings to their employees. In the event a town is unable to provide masks or cloth face coverings to employees because of shortages or supply chain difficulties, towns must provide the materials and CDC tutorial about how to create a cloth face covering, or compensate employees for the reasonable and necessary costs employees expend on such materials to make their own masks or cloth face coverings.

- Nothing in these rules shall require the use of a mask or cloth face covering by anyone for whom doing so would be contrary to his or her health or safety because of a medical condition.
- If a person declines to wear a mask or face covering because of a medical condition as described above, such person shall not be required to produce medical documentation verifying the stated condition.

**Executive Order 7BB Link:** <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7BB.pdf>

**7QQ-6 - Clarification that Commissioner Orders Issued Pursuant to the Governor's Executive Orders Are Not Regulations Subject to the UAPA.** Section 4-166(16) of the Connecticut General Statutes is modified to clarify that the definition of a regulation does not include any amendment or repeal of an existing regulation and any directive, rule, guidance, or order issued by a Commissioner or Department Head pursuant to a Governor's Executive Order during the existing civil preparedness and public health emergency and any renewal or extension thereof. Notwithstanding Sections 4-166 to 189, inclusive, of the Connecticut General Statutes, any Commissioner or Department Head, as permitted or directed by any such Governor's executive order, may modify or suspend any regulatory requirements adopted by the Commissioner or Department Head that they deem necessary to reduce the spread of COVID-19 and to protect the public health. This section applies to all orders that have been issued since the declaration of public health and civil preparedness emergencies on March 10, 2020 and for the duration of the public health and civil preparedness emergency, including any period of renewal of such emergency declaration.

**Executive order 7QQ Link -** <https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7QQ.pdf>

**7NNN - 1 - Executive Order No. 7BB, Section 2, issued on April 17, 2020, is repealed.** Effective immediately, any person in a public place in Connecticut, whether indoors or outdoors, who does not maintain a safe social distance of approximately six feet from every other person shall cover their mouth and nose with a mask or cloth face-covering. In addition, individuals shall use a mask or cloth face covering when using the services of any taxi, car, livery, ride-sharing or similar service, or any means of mass public transit, or while within any semi-enclosed transit stop or waiting area.

- a. Nothing in this order shall require the use of a mask or cloth face covering by anyone for whom doing so would be contrary to his or her health or safety because of a medical condition, a child in a child care setting, or anyone under the age of 2 years. Any person who declines to wear a mask or face covering because of a medical condition shall be exempt from this order and any requirement to wear masks in Sector Rules or

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<p><b>Executive Orders</b></p>	<p>other rules issued by the Commissioner of the Department of Economic and Community Development (DECD), but only if such person provides written documentation that the person is qualified for the exemption from a licensed medical provider, the Department of Developmental Services or other state agency that provides or supports services for people with emotional, intellectual or physical disabilities, or a person authorized by any such agency. Such documentation need not name or describe the condition that qualifies the person for the exemption</p> <p>a. The Commissioner of DECD shall issue updated versions of Sector Rules, Safe Workplace Rules for Essential Employers, or other rules issued pursuant to previous executive orders, which updated versions shall set forth updated requirements for face coverings within those settings, and which, when complied with, shall constitute compliance with this order.</p> <p>b. This order shall supersede and preempt any current or future municipal order whenever such order conflicts with this order.</p> <p>Executive Order Link 7NNN- <a href="https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7NNN.pdf">https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7NNN.pdf</a></p>
<p><b>Continuity Issues</b></p>	<ul style="list-style-type: none"> <li>• <b>Staffing</b> may be an issue as a result of direct (people getting ill or having to take care of family members who are ill) and/or any increase in workload as a result of office closures. This may be a particular challenge for towns with limited tax collector office staffing prior to the pandemic.</li> <li>• <b>Remote Work</b> - Remote work is by-in-large new to municipalities</li> <li>• <b>Broadband Access</b> - People lacking home broadband access, public libraries are often the only source of free access to computers and the internet - the pandemic coupled with library closures widen the digital divide</li> <li>• <b>Safety</b></li> </ul>
<p><b>Executive Orders</b></p>	<p><b>NO State Guidance has been issued for the re-opening of Public Libraries</b> - Accordingly, it is advised that municipalities not open libraries, in terms of interior space, until specific guidance for re-opening is made.</p> <p><b>Innovation</b></p> <ul style="list-style-type: none"> <li>• According to the American Library Association, libraries could:             <ul style="list-style-type: none"> <li>✓ Extended online renewal policies</li> <li>✓ Expanded online services like e-books and streaming media</li> <li>✓ Added virtual programming</li> <li>✓ Reallocating print collection budgets to digital materials</li> <li>✓ Reaching out by phone to those digitally disconnected</li> <li>✓ Deploying library 3D printers to print face shields for our local hospitals and facilities</li> <li>✓ Adapting in-person programs for online delivery, such as the virtual story times and online knitting group</li> <li>✓ Adding or expanding virtual library cards - adding e-books and e-audiobooks</li> <li>✓ Leveraging social media to share information related to COVID-19</li> <li>✓ Expanded the range of their public Wi-Fi</li> </ul> </li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Libraries should remain open in terms of services provided on a remote/online basis</li> <li>• There should be NO public interactions until the Governor has authorized such actions.</li> </ul> <p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>• The State and Federal governments define “essential” workers - all municipal workers should be defined as essential</li> <li>• Towns may consider either an inter-municipal agreement or mutual aide agreement with a neighboring community to either share staff or “piggyback” various town staffing with a community with more capacity.</li> </ul>

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#### Suggested Best Practices

- Before exercising this option, municipalities should consult with their bargaining units to meet any staffing challenges to ensure proper coordination in accordance with the terms of existing bargaining agreements and all applicable laws including but not limited to the Teachers Negotiations Act and the Municipal Employees Relation Act.
- Regional councils of government should be assembling rosters of qualified staffing who can fill in as independent contractors on an as-needed basis to fill vacancies or work loads of member towns
    - ✓ Avoids need for inter-town agreements
    - ✓ Independent contractors used to fill temporary need should be allowed through E.O. so as not to conflict with local collective bargaining agreements
    - ✓ COGs must engage and involve bargaining unit representatives to be part of any regional staffing.
  - Towns with either staffing capacity issues or a temporary interruption in staffing due to COVID-19 could bridge such situations utilizing their regional council of governments (COGs). The nine regional COGs either have the staffing capacity or the ability to “staff up” to preform most town functions. COGs have the statutory authority (8-31b) to provide most any function a town may need. COGs already provide dozens of services otherwise preformed individually by towns on a shared or regional basis.
  - Utilizing Executive Order 7L-3 municipalities are allowed to re-hire retired municipal employees - allowing communities third experienced staff. Before exercising this option, municipalities should consult with their bargaining units to meet any staffing challenges to ensure proper coordination in accordance with the terms of existing bargaining agreements.
  - Cross-train existing staff to preform many of the routine office functions
  - Ensure that employers do not discipline, terminate or otherwise retaliate against workers who utilize sick time, FMLA, disability, unemployment or any other benefit to which they are entitled during a public health emergency.
  - Safety:
    - ✓ **Employees, to the degree possible - should work remotely.** Teleworking can include performing normal job duties and special projects. Towns not familiar with tele-work should have some structure by which to conduct business and ensure that work - including communication - are being done as intended. Confirm that employees have access to either a home computer or VCU laptop and have the appropriate connections to VCU. As possible, arrange for loaner laptops for those without appropriate equipment. (OSHA)
    - ✓ Do not require a healthcare provider’s note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way. (OSHA)
    - ✓ Follow all guidance as set forth through Executive Order 7V-1 - which can be found at: DECD’s website for the most recent guidance: <https://portal.ct.gov/DECD/Content/Coronavirus-Business-Recovery/Safe-Workplace-Rules-for-Essential-Employers>
    - ✓ Distribute summaries of health insurance processes and procedures to employees.
  - **Before any opening and after the Governor or the Department of Public Health has provided authorization for re-opening** - Establish and continue communication with local and State authorities to determine current mitigation levels in your community. Check State and local health department notices daily about spread of COVID-19 in the area and adjust operations accordingly.
  - **Conduct a walk through to identify facility needs to minimize exposure** - Include front-line workers as they will add a perspective that may not be known to administrators.
  - **Train all staff in all CDC recommended safety actions.** Consider conducting the training virtually, or, if in-person, ensure social distancing is maintained

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- **Restrict** nonessential visitors, volunteers, and activities involving other groups at the center at any time
- **Screen** patrons upon arrival. Establish routine, daily health checks on arrival, such as temperature screening of both staff and patrons in accordance with CDC's General Business FAQs for screening staff.
- **Promote healthy hygiene practices**
  - ✓ Teach and reinforce washing hands and covering coughs and sneezes among patrons and staff.
  - ✓ Teach and reinforce use of cloth face coverings among all staff. Face coverings are most essential at times when social distancing is not possible. Staff should be frequently reminded not to touch the face covering and to wash their hands frequently. Information should be provided to all staff on proper use, removal, and washing of cloth face coverings.
  - ✓ Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for staff and patrons, and tissues).
  - ✓ Post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.
- **Intensify cleaning and disinfection**
  - ✓ Clean, sanitize, and disinfect frequently touched surfaces multiple times per day. and shared objects between use.
  - ✓ Avoid use of items that are not easily cleaned, sanitized, or disinfected.
  - ✓ Ensure safe and correct application of disinfectants and keep products away from children.
  - ✓ Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods. Do not open windows and doors if doing so poses a safety or health risk (for example, allowing pollens in or exacerbating asthma symptoms) to patrons using the facility.
  - ✓ Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water
  - ✓ If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal.
- **CDC Recomendendes:**
  - ✓ Ensure that ventilation systems in your facility operate properly. For building heating, ventilation, and air conditioning (HVAC systems) that have been shut down or on setback, review new construction start-up guidance provided in ASHRAE Standard 180-2018, Standard Practice for the Inspection and Maintenance of Commercial Building HVAC Systems.
  - ✓ Increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods. Do not open windows and doors if doing so poses a safety or health risk for current or subsequent occupants, including children (e.g., allowing outdoor environmental contaminants including carbon monoxide, molds, or pollens into the building).
  - ✓ Evaluate the building and its mechanical and life safety systems to determine if the building is ready for occupancy. Check for hazards associated with prolonged facility shutdown such as mold growth external icon, rodents or pests, or issues with stagnant water systems, and take appropriate remedial actions.
- **Engineering controls: Ventilation in the building:**
  - ✓ Increase the percentage of outdoor air (e.g., using economizer modes of HVAC operations) potentially as high as 100% (first verify compatibility with HVAC system capabilities for both temperature and humidity control as well as compatibility with outdoor/indoor air quality considerations).
  - ✓ Increase total airflow supply to occupied spaces, if possible.
  - ✓ demand-control ventilation (DCV) controls that reduce air supply based on temperature or occupancy.

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- ✓ Consider using natural ventilation (i.e., opening windows if possible and safe to do so) to increase outdoor air dilution of indoor air when environmental conditions and building requirements allow.

#### Engineering Controls: Improve central air filtration:

- ✓ Increase air filtration to as high as possible (MERV 13 or 14) without significantly diminishing design airflow.
- ✓ Inspect filter housing and racks to ensure appropriate filter fit and check for ways to minimize filter bypass
- ✓ Consider running the building ventilation system even during unoccupied times to maximize dilution ventilation.
- ✓ Generate clean-to-less-clean air movement by re-evaluating the positioning of supply and exhaust air diffusers and/or dampers and adjusting zone supply and exhaust flow rates to establish measurable pressure differentials. Have staff work in areas served by “clean” ventilation zones that do not include higher-risk areas such as visitor reception or exercise facilities (if open).
- ✓ Consider using portable high-efficiency particulate air (HEPA) fan/filtration systems to help enhance air cleaning (especially in higher risk areas).
- ✓ Ensure exhaust fans in restroom facilities are functional and operating at full capacity when the building is occupied.
- ✓ Consider using ultraviolet germicidal irradiation (UVGI) as a supplement to help inactivate the virus.
- CDC has free, simple posters available to download and print, some of which are translated into different languages. - <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>
- **Engineering controls: Isolate workers from the hazard (CDC)**
  - ✓ Modify or adjust seats, furniture, and workstations to maintain social distancing of 6 feet between employees.
  - ✓ Install transparent shields or other physical barriers where possible to separate employees and visitors where social distancing is not an option.
  - ✓ Arrange reception or other communal seating area chairs by turning, draping (covering chair with tape or fabric so seats cannot be used), spacing, or removing chairs to maintain social distancing.
  - ✓ Use methods to physically separate employees in all areas of the facilities including work areas and other areas such as meeting rooms, break rooms, parking lots, entrance and exit areas, and locker rooms.
  - ✓ Use signs, tape marks, or other visual cues such as decals or colored tape on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
  - ✓ Replace high-touch communal items, such as coffee pots, water coolers, and bulk snacks, with alternatives such as pre-packaged, single-serving items.

#### Plan for when a patron, staff member or visitor becomes sick

- ✓ Identify an area to separate anyone who exhibits COVID-like symptoms during hours of operation
- ✓ Establish procedures for safely transporting anyone sick home or to a healthcare facility, as appropriate
- ✓ Notify local health officials, staff, and families immediately of any possible case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA) and HIPAA
- ✓ Close off areas used by any sick person and do not use them until they have been cleaned. Wait 24 hours before you clean or disinfect to reduce risk to individuals cleaning. If it is not possible to wait 24 hours, wait as long as possible.
- ✓ Advise sick staff members to contact their health care professional not to return until they have met CDC criteria to discontinue home isolation - requiring a note from such health care professional that the person is eligible to return to work..
  - Inform anyone exposed to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and

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- ▶ to follow CDC guidance if symptoms develop
- **Maintain healthy operations**
  - ✓ Implement flexible sick leave policies and practices
  - ✓ Have a roster of trained back-up staff in order to maintain sufficient staffing levels.
  - ✓ Designate a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.
  - ✓ Create a communication system for staff and families for self-reporting of symptoms and notification of exposures and closures.
- **Require sick employees to stay home and send sick employees home immediately:**
  - ✓ Ensure that your sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies. Allow for employees to stay home to care for a sick family member.
  - ✓ Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare providers may be extremely busy and not able to provide such documentation in a timely way.
- **Plan for when a staff member or visitor becomes sick**
  - ✓ Identify an area to separate anyone who exhibits COVID-like symptoms during hours of operation
  - ✓ Establish procedures for safely transporting anyone sick home or to a healthcare facility, as appropriate.
  - ✓ Notify local health officials, staff, and families immediately of any possible case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA) and HIPAA
  - ✓ Close off areas used by any sick person and do not use them until they have been cleaned. Wait 24 hours before you clean or disinfect to reduce risk to individuals cleaning. If it is not possible to wait 24 hours, wait as long as possible.
  - ✓ Advise sick staff members to contact their health care professional not to return until they have met CDC criteria to discontinue home isolation - requiring a note from such health care professional that the person is eligible to return to work..
    - ▶ Inform anyone exposed to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and to follow CDC guidance if symptoms develop
- **Maintain healthy operations**
  - ✓ Implement flexible sick leave policies and practices
  - ✓ Have a roster of trained back-up staff in order to maintain sufficient staffing levels.
  - ✓ Designate a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.
  - ✓ Create a communication system for staff and families for self-reporting of symptoms and notification of exposures and closures.
- **Require sick employees to stay home and send sick employees home immediately:**
  - ✓ Ensure that your sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies. Allow for employees to stay home to care for a sick family member.
  - ✓ Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare providers may be extremely busy and not able to provide such documentation in a timely way.
- **Emphasize respiratory etiquette and hand hygiene by everyone**
  - ✓ Place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to your center and in other areas where they are likely to be seen.

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<b>Suggested Best Practice</b>	<ul style="list-style-type: none"> <li>✓ Provide tissues and no-touch disposal receptacles.</li> <li>✓ Ask everyone to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.</li> <li>✓ Provide assistance to individuals who may have difficulty washing hands or using a hand rub.</li> <li>✓ Advise everyone to avoid touching their eyes, nose, and mouth with unwashed hands.</li> <li>✓ Provide soap and water and alcohol-based hand rubs in the center. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations to encourage hand hygiene</li> </ul>
<b>Resources</b>	<ul style="list-style-type: none"> <li>• <b>Connecticut library Association</b> - <a href="https://ctlibraryassociation.org">https://ctlibraryassociation.org</a></li> <li>• <b>Best Practices in Connecticut Public Libraries: RESOURCES &amp; SERVICES</b> - <a href="https://libguides.ctstatelibrary.org/dld/bestpractices/resources">https://libguides.ctstatelibrary.org/dld/bestpractices/resources</a></li> <li>• <b>Public Libraries Launch, Expand Services During Covid-19 Pandemic</b> - American Library Association - <a href="http://www.ala.org/news/press-releases/2020/04/public-libraries-launch-expand-services-during-covid-19-pandemic-0">http://www.ala.org/news/press-releases/2020/04/public-libraries-launch-expand-services-during-covid-19-pandemic-0</a></li> <li>• <b>Public Libraries Respond to COVID-19: Free Webinar Series</b> - <a href="http://www.ala.org/pla/education/onlinelearning/webinars/covid-19">http://www.ala.org/pla/education/onlinelearning/webinars/covid-19</a></li> <li>• <b>Key Resources for Libraries in responding to the Coronavirus Pandemic, International Federation of Library Associations and Institutions (IFLA)</b> - <a href="https://www.ifla.org/covid-19-and-libraries">https://www.ifla.org/covid-19-and-libraries</a></li> <li>• <b>Covid-19's Impact on Libraries Goes Beyond Books</b> - WIRED - <a href="https://www.wired.com/story/covid-19-libraries-impact-goes-beyond-books/">https://www.wired.com/story/covid-19-libraries-impact-goes-beyond-books/</a></li> </ul>



<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-What-You-Can-Do-High-Risk.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-What-You-Can-Do-High-Risk-spanish.pdf>

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<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-social-distancing-cloth-face-coverings-poster.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-social-distancing-cloth-face-coverings-poster-sp.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-social-distancing-cloth-face-coverings-poster-ZHCN-Chinese.pdf>



<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering-building-entrance.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering-building-entrance-sp.pdf>



<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>

[https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering\\_SP.pdf](https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering_SP.pdf)

**Please. Wear a mask.**

## Best Practices Guidelines

The information contained in this document is not intended to provide legal advice and should be used only for guidance regarding various functions performed by municipalities. Individual questions regarding the applicability of Executive Orders should be directed to the Office of Policy and Management Intergovernmental Policy and Planning Division (IGPP) or the town's legal representative.

The Advisory Commission on Intergovernmental Relations (ACIR) is a 24-member agency of the State of Connecticut created in 1985 to study system issues between the state and local governments and to recommend solutions as appropriate. The membership is designed to represent the state legislative and executive branches, municipalities and other local interests, and the general public.

The role of ACIR, as contained in Section 2-79a of the Connecticut General Statutes, is to: (1) serve as a forum for consultation between state and local officials; (2) conduct research on intergovernmental issues; (3) encourage and coordinate studies of intergovernmental issues by universities and others; and (4) initiate policy development and make recommendations to all levels of government.

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