



CITY *of* CALABASAS

LIBRARY COMMISSION AGENDA REPORT

DATE: **SEPTEMBER 30, 2020**

TO: **LIBRARY COMMISSIONERS**

FROM: **BARBARA LOCKWOOD, CITY LIBRARIAN**

SUBJECT: **PERSONAL PROTECTIVE EQUIPMENT REPORT**

MEETING DATE: **OCTOBER 5, 2020**

BACKGROUND:

The Calabasas Library closed its doors to the public on March 13, 2020 due to the COVID-19 pandemic. At the last Library Commission meeting in June, staff provided a report on preparations for reopening when given approval by City management. Part of the reopening plan included having the necessary Personal Protective Equipment (PPE) to ensure the safety of the staff and the public.

DISCUSSION/ANALYSIS:

Since the beginning of the pandemic, library staff members have been provided with masks, hand sanitizer, wipes and gloves from the City. The Library also provided each staff member with a washable mask bearing the City of Calabasas Library logo.

The City installed permanent Plexiglas barriers on the front of the Circulation Desk. We also bought some moveable sneeze guards to be used as needed in the Library.

For our current appointment based check out, employees wear masks and gloves to handle the materials. Patrons are required to wear masks and step back 6 feet when the employee opens the door. Returned materials are quarantined for 72 hours before being checked in.

When we reopen on a limited basis, we will have signage indicating safety standards for the public. We anticipate that we will need extra disposable masks to hand out to patrons who forget their own. Hand sanitizer stands are at both the front and back doors. Pointers will be used so staff can help people on the computer without getting closer than six feet. It has not been decided if the City will require temperature checks of patrons on reopening but this may be an additional PPE item. A schedule for deep cleaning during the day by the City facility staff will need to be established.

FISCAL IMPACT/SOURCE OF FUNDING:

The City is funding our PPE costs through a dedicated COVID -19 account.

REQUESTED ACTION:

This is an informational item only and requires no action.

ATTACHMENTS:

Picture of the Plexiglas barriers at the Circulation Desk