

5/1/20

Greetings:

General Services is currently working to prepare all locations for reopening:

- **Disinfecting and Sanitation:** Supplies are being ordered every week and will be delivered to each branch when staff return to work. Our janitorial service providers have been working hard to deep clean and disinfect all Library District buildings. We are in the process of having all Library District work surfaces, computer keyboards, toys, laptops, tablets, high-touch points, etc. treated with MicroShield 360, a nontoxic antimicrobial spray, that is EPA registered, and FDA and SNHD approved. This product does not allow germs to adhere to surfaces, which will reduce the need for staff to frequently use disinfecting wipes and alcohol spray throughout the workday. **Please see the MicroShield 360 fact sheet in this section of the Staff Updates page.**
- **Social Distancing:** We have ordered a variety of materials needed to create lines, cordon off areas, and protect customers, staff, volunteers, and community partners. These materials include floor decals, Plexiglas guards, signs, delineator posts, etc. General Services staff will be installing items and rearranging furniture to create six-foot social distancing spaces, both inside and outside of our buildings.
- **Procedures/Protocols:** Members of the Health and Safety Mitigation Team (HSMT) are creating procedures/protocols that we will all need to follow when we return to work. Training sessions are being created by Safety Manager Nicole Baker and Training & Development Manager Keeley Walker to help staff understand what is expected and why it is important for everyone to comply. Staff will be notified as soon as these training sessions become available.

If you have any questions, please call Purchasing & Administration Manager Nancy Hodges at 702-507-6196.

Thank you,

Steve Rice
General Services Director