

EVERY PERSON HAS A ROLE TO PLAY IN PREVENTING THE SPREAD

- **Monitor symptoms and stay home when sick**
- **Remain at least 6 feet from others**
- **Wear a face covering when in public spaces or near others**
- **Cover coughs and sneezes**
- **Wash hands**
- **Clean surfaces you touch**

Signs for Social Distancing Policies and Procedures in Library Buildings

Social Distancing Floor Markings
Floor markings identify maintaining a 6 foot distance:



① Queue for wellness and security check at main entrance



② Queue for wellness and security check at garage entrance



③ Queue in elevator lobbies



④ In elevator cabs



One-Way/Directional Signs
Hallways and stairwells that are too narrow to maintain 6 foot bi-directional social distancing are marked one-way



Elevator

Elevator capacity limited to ①
(Jefferson/Adams)



or
② (Madison)



Water Fountains

Water fountains are for to refill glasses and bottles ONLY!



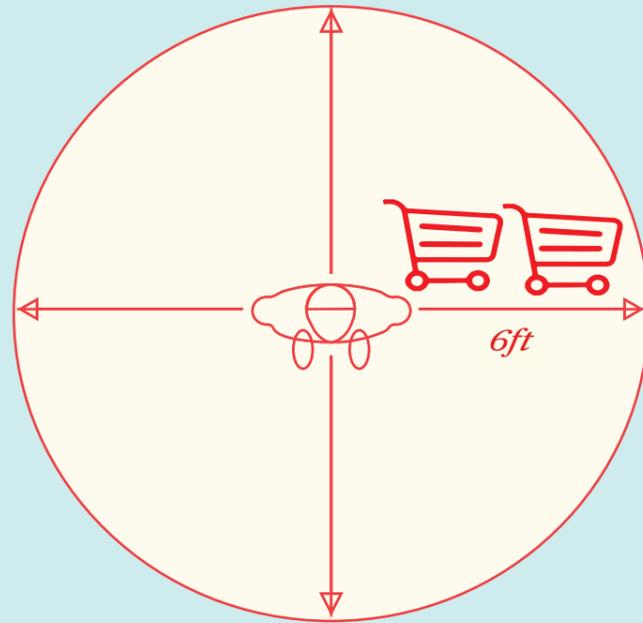
DO NOT DRINK
directly from the water fountains



**Library of Congress
COVID-19 in the workplace**

- All LOC staff and contractors in the buildings MUST wear a mask at all times.
- Employees and contractors MUST notify their supervisors if they begin to experience symptoms related to COVID-19
- If assigned to work outside your normal work areas, you will need to complete a Daily Log on date, location and interactions so measures can be taken to protect fellow employees if you develop symptoms.
- Only visit the offices and spaces in the Library that are essential to your work.

Maintain at least 6 feet from others at all times.

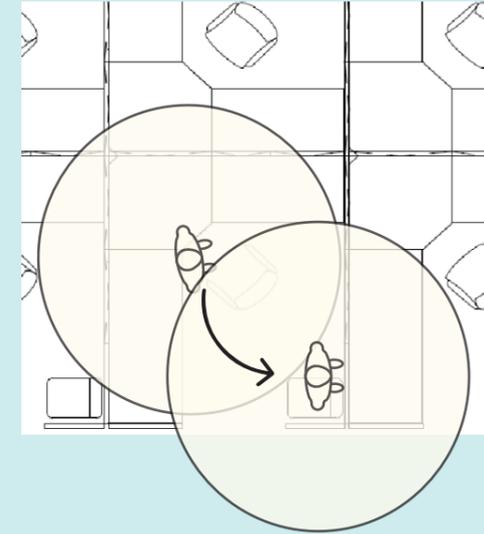


Six feet is further than you think.
How far is 6 ft?

- length of two shopping carts
- length of a standard dog leash
- length of a mattress

Movement in the workstation

When an employee moves within their workstation, the safety radius moves with them. This will increase the overall distancing required.

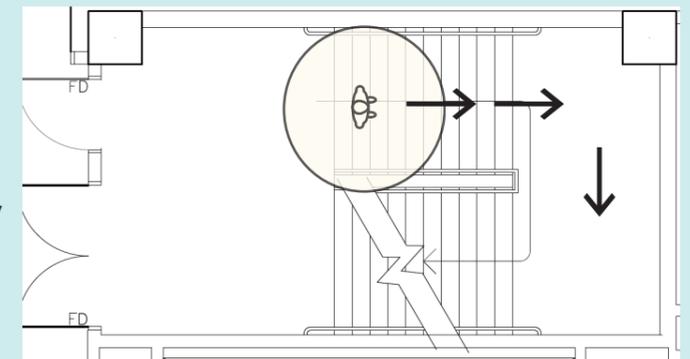
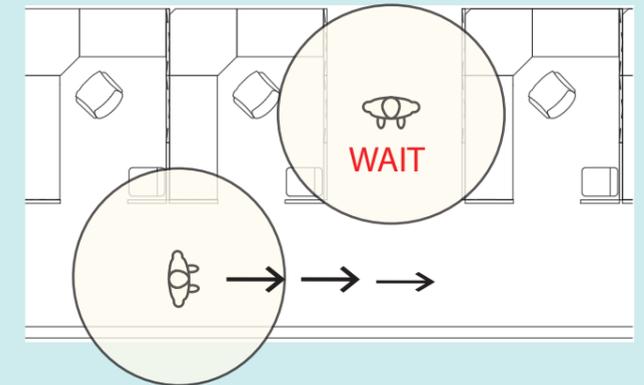


Corridors and stairwells

A 6 foot radius must be maintained in all corridors and stairwells.

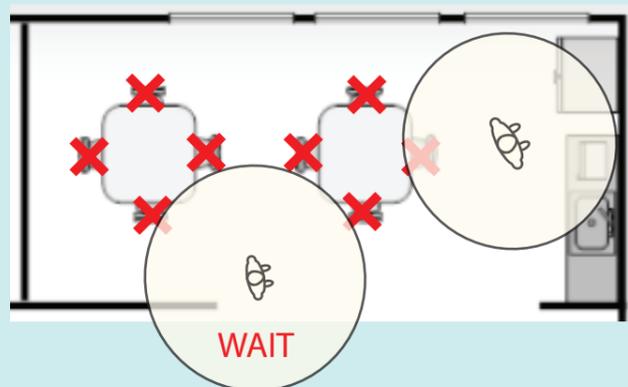
Accommodations

- In Adams and Jefferson all corridors should be made a one-way and a single file walking pattern should be followed.
- When a one-way direction is not an option employees must wait for the corridor to be clear before proceeding.
- All Jefferson and Adams stairways will be made one-way, either up only or down only, and social distancing procedures will be maintained on Madison stairwells.
- Do not walk side-by-side and pass only when social distancing allows.
- No fitness walking or conversations in the corridors.



Support Spaces

A 6 foot radius must be maintained in all support spaces including at printers and in break rooms.

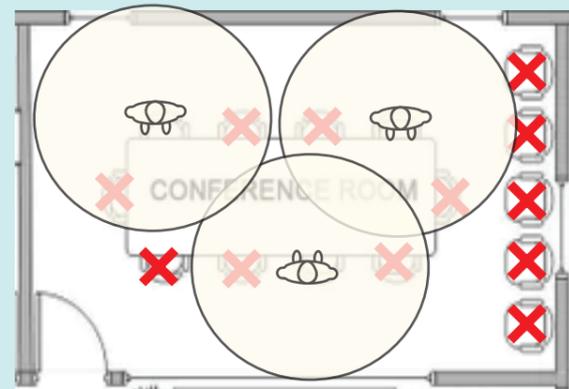


Accommodations

- Stand in a designated waiting area if the space is occupied.
- Employees must wait for the area to be vacant to proceed.
- Develop signage to remind people to clean after each use.

Conference Rooms

A 6 foot radius must be maintained in all conference rooms.



Accommodations

- Prioritize virtual conferences whenever possible.
- Mark tables using tape with required distancing and remove excess chairs.
- Utilize conference rooms for workspaces that require additional space.

Elevator and elevator waiting area

LOC elevators are less than the required 6 foot radius.

Accommodations

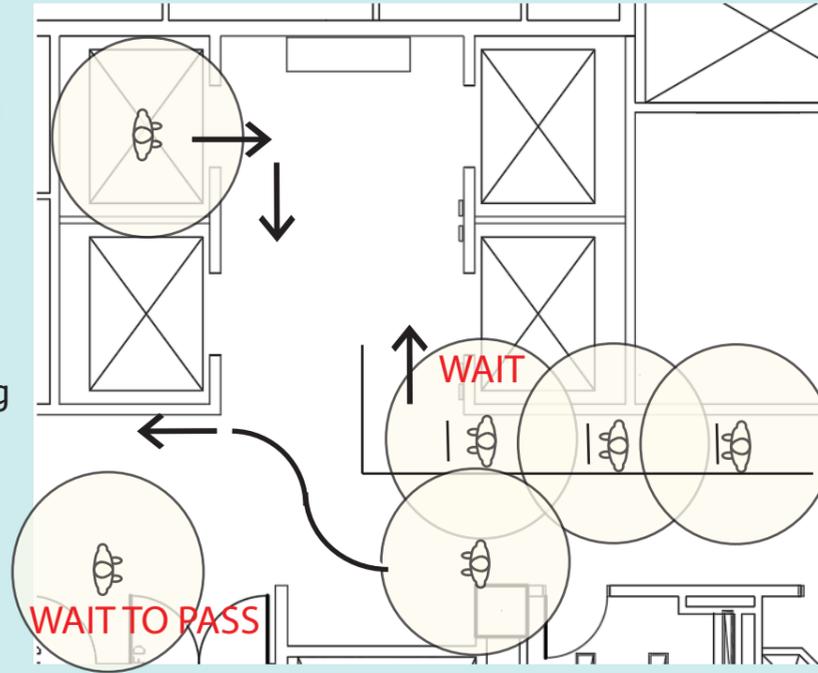
- Only one person shall occupy an elevator cab at a time in Jefferson and Adams. In Madison no more than two people shall occupy an elevator cab at a time.

-If a cab arrives that is occupied, wait for the next available vacant cab.

-A designated marked elevator queuing area will be established.

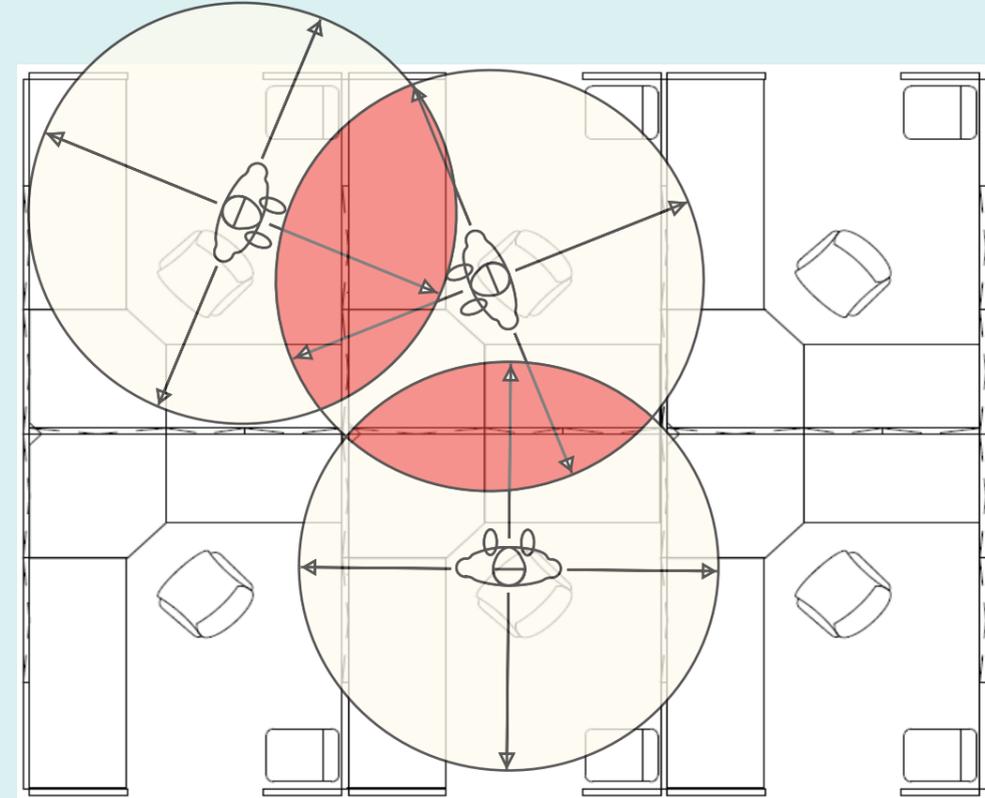
-When passing the elevator queuing area employees shall pass against the opposite wall of the corridor.

-When passing the elevator queuing area, employees will pass one at a time and wait for the area to be clear before proceeding.



Six foot radius in a shared work environment

A six foot clear radius must be maintained in the shared work environment when barriers are less than 72 inches.



Vertical Barriers

Vertical barriers must be greater than 72 inches for employees to share adjoining workstations. The standard LOC workstation height is only 64-66 inches.

