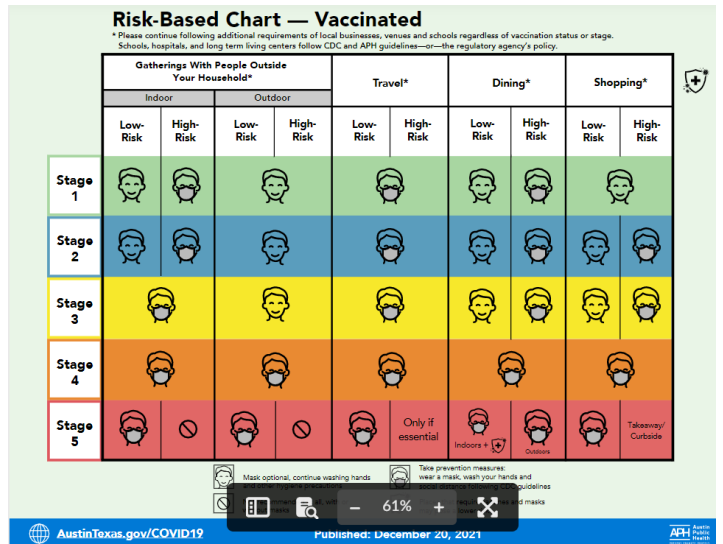
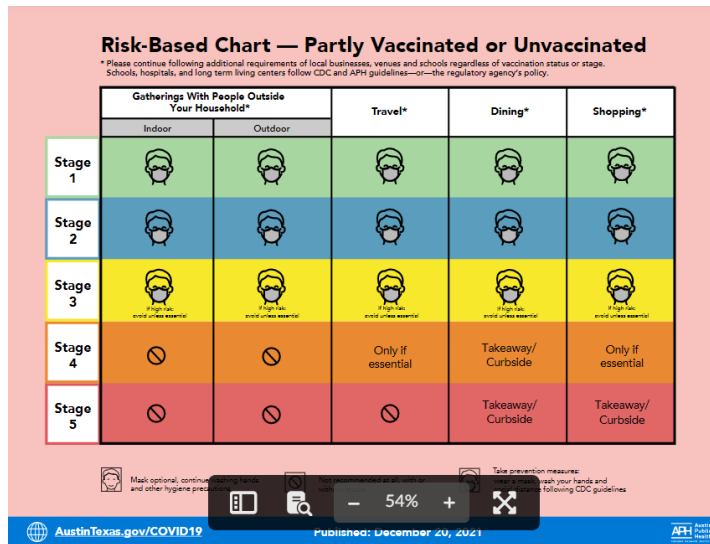


These recommendations are under the guidance of Austin Public Health. Safety protocols and practices will be revisited, modified and adjusted as directed by local and state authorities.

COVID-19 RISK-BASED GUIDELINES

The City of Austin is currently in Stage 5 of Risk-Based Guidelines. Cases and hospitalizations are surging in Travis County. Vaccinated people should take precautions and wear masks during all activities, indoors or outdoors. **Partially vaccinated and unvaccinated individuals should avoid gatherings,** wear masks when leaving the household, only travel and shop if essential, and choose to-go/curbside options for dining.



FACE COVERINGS & SOCIAL DISTANCING

Face Coverings

Masks covering the mouth and nose are mandatory in City facilities for visitors over the age of two, except when eating, drinking, seated to eat or drink, or presenting/being photographed. **The client is responsible for providing back up face coverings for attendees.**

Maximum Capacities and Social Distancing

A minimum of 6 feet social distancing is recommended. APL calculates maximum capacities for events using the square footage required for proper social distancing, the current state and local orders, and the scope of each event. **Allowed capacities will be calculated on a case-by-case basis.**

Layouts

Floorplans will be designed with furniture set at least 6 feet apart, reduced available seating and a maximum of 10 chairs per table.

Traffic Flow

When possible, arrival, departure and breaks should be staggered to avoid lines. Depending on event size, separate entrance and exit doors may be required.



HEALTH & SANITIZATION MEASURES

Training

All APL Employees have been trained on topics including proper usage of PPE, elevated hygiene efforts, enhanced cleaning and disinfecting procedures, and COVID-19 specific protocols and safety.

Employee Self-Reporting

APL staff will immediately report to management if they are experiencing illness or any potential symptoms of COVID-19. If onsite, APL employees will be sent home and required to stay home and seek appropriate diagnosis, testing and/or treatment prior to returning to work.

APL Employee Hygiene Behaviors

Employees will sanitize hands upon entering the building and frequently hand wash with soap and water for a minimum of 20 seconds. Signage will be displayed throughout back of house and break room areas as helpful social distancing, hygiene, cleanliness, and face covering reminders.

Cleaning and Sanitization

APL provides a constant cleaning presence throughout the building, both front and back of house. Staff will disinfect high-touch areas on a routine basis, including, but not limited to: elevator buttons, hand railings, door railings, door handles and restrooms multiple times throughout the day while maintaining at least three feet of distance. Once rooms are set, all equipment will be sanitized prior to the start of each event and at the end of each day.

APL uses products and measures which meet or exceed the CDC and OSHA guidelines. All disinfectants used:

- Are listed on the Environmental Protection Agency (EPA) list.
- Meet criteria to be used against SARS-CoV-2.
- Are efficient in protecting against all viruses, bacteria, airborne and blood borne pathogens.

AIR QUALITY & VENTILATION

The Central Library's HVAC systems use Merv 13 air filters and are compliant with all requirements as outlined by the CDC. The fresh air makeup for the building is opened up to 100%, and the APL HVAC technician checks all units daily.

Bipolar ionization equipment has been installed system-wide to improve Indoor Air Quality (IAQ). In this system, positive and negative ions neutralize contaminants in the air, such as allergens, mold, bacteria, viruses, and volatile organic compounds. This allows APL to purify indoor air in an energy efficient and environmentally friendly manner. Recirculated air is first filtered for any particulates, and then the bipolar ionization equipment acts as a second line of defense, creating superior IAQ for guests.

SIGNAGE & COMMUNICATION

APL Signage

APL will provide standard health authority signage throughout the venue recommending that individuals practice social distancing, wear face coverings and practice proper hygiene. This statement will also be posted at the event entrance: "By entering this building you agree to comply with all appropriate social distancing and hygiene requirements and that within the past 14 days you have had no symptoms or to the best of your knowledge come in contact with anyone who is currently infected with COVID-19."

Client Signage & Attendee Communication

Clients are encouraged to provide event specific signage encouraging safety recommendations. Popular examples include branded window and mirror clings reinforcing hygiene and distancing behaviors or floor clings to help with traffic flow. The client should utilize all communication tools available (website, event app, social media, etc.) to promote attendees' code of conduct and expectations prior to the event.

RECOMMENDATIONS FOR ALL EVENTS

Hand Sanitizer

APL does not provide hand sanitizer for events. Clients are responsible for providing a sufficient amount of hand sanitizer as necessary dispensers for the number of event attendees.

Vendors and Outside Contractors

All equipment, décor, cables, crates, etc. should be cleaned and sanitized prior to entering the building. Workspaces must be no less than 6 feet apart, side-to-side and front-to-back.

Audiovisual Equipment

The client is responsible for sanitizing shared equipment after each use. This includes laptops, microphones and other presentation items. All vendors must provide their own disinfecting and sanitation supplies.

Case Notification

APL and the Client must comply with all case notification requirements as assigned by Austin Public Health. Any illness or disease outbreak will be reported to Austin Public Health's Epidemiology & Disease Surveillance Unit at 512-972-5555.

Health and Safety Coordination

APL's assigned Event Safety Coordinator is Taja Beekley, Central Library Sales & Events Manager. For questions or comments, she may be reached at taja.beekley@austintexas.gov. APL Event Coordinators serve as Health & Safety Liaisons during the rental period. The Catering Health & Safety Coordinator is Kayla French. She may be reached at kfrench@wiphospitality.com.

FAQ

Can I get a copy of your cleaning schedule?

Each event will have a customized schedule, which is available upon request.

Have set diagrams been created using social distancing for each space within the Central Library?

No. The public health situation remains fluid, and direction from Austin Public Health is ever-evolving. At this time, we are partnering with our clients to create custom diagrams specifically for each event, taking into account the requirements in this document and any future guidance Austin Public Health may provide.

Do I need to provide my own event specific safety plan?

An event specific safety plan is not required, but it is highly recommended.

Are you requiring temperature checks of my staff, vendors and attendees?

Pre-screening measures and temperature checks are not required, but are highly recommended.

Does the Central Library require attendees to provide proof of vaccination?

No. It is at the discretion of the client.

Other Helpful Documents

- [Facility Use Policy Manual](#)
- [APL Event Insurance Requirements](#)