

## **Temporary Safety Practices Policy**

The Easton Library is committed to serving its community during hard times and good.

The year 2020 has brought unprecedented challenges to our nation, state, and area of service.

To continue serving our patrons during this difficult time, while placing the health and safety of our community at the forefront, the Library Board of Trustees has adopted the below Temporary Safety Practices Policy.

The board's authority to adopt these measures is found in our charter, bylaws, New York Education Law Sections 255, 260, 226, 8 NYCRR 90.2, and Article 2 of the Not-for-profit corporation law. We also consider it our duty to develop these measures to keep our services accessible currently.

Staff at the Easton Library have the authority to enforce these measures like any other of the Library's Rules. Concerns about this policy should be directed to the library director. Thank you for honoring these measures, which are designed to keep our community safe, while allowing access to the library.

### **Easton Library Temporary Safety Practices**

Scope of Temporary Safety Measures:

The Easton Library operates per relevant law and Executive Orders, including those pertaining to mandatory workforce reductions. Therefore, the temporary practices in this Policy may be further modified as needed to conform with relevant Orders and health information.

Until the board votes to revoke this temporary policy, only the following activities will be allowed, and safety practices required during the phased reopening plan:

**All are dependent on adequate supplies and staffing**

#### **No public allowed in building: Library Service Level A**

**Staff is allowed in the building for extended periods with no public allowed in.**

- Staff will work a modified schedule and will train on how to: clean/disinfect high touch areas in the library, proper use of PPE, log cleaning records, keep 6 foot physical distance, learn traffic patterns (tape on floor), process returns, process new items, daily health check call, and contact tracing information.
- At this time the staff can take care of mail and administrative tasks, work on setting up building in readiness for public access, re-organize and work out logistics of quarantining returned materials, work on collection development, and continue planning, and make sure signage is in place.
- At this point the drop box will be opened to accept materials back into the library.

- Our staff is small enough that we can easily work in the building while maintaining social distance. Masks will be used. Gloves needed only to empty book return. If staff do not wear gloves working with items, hands must be washed well for at least 20 seconds with soap and water after handling materials. Schedule can be made according to staff availability.

### **Open to Public with Precautions: Library Service Level B**

#### **Library open to public with precautions in place to enforce social distancing.**

Maximum occupancy in the Fiction Room/Check Out area is 10 people (with a maximum of 2 staff behind the circulation desk).

- Staff will always be masked.
- Masks will be required of the public.
  - Any patron who is unable to wear masks due to health or physical conditions will not be allowed in the building but will be provided with alternative services. (i.e., a staff member will bring the material(s) outside to waiting patron, or staff will make copies and deliver to patron waiting outside.)
- Normal operating hours and staff schedules in affect.
- The public will be allowed to come in the main entrance of the Library, but collections will be closed for browsing. Staff will always monitor the number of people in the building and may ask patrons to queue outdoors for a time if the maximum occupancy is exceeded.
- There will be no computer use at this phase. We will encourage physical distancing. The idea will be to encourage library use, but not lingering. Masks and distancing will be mandatory for all patrons. Hand sanitizer will be available.
- Any programming will take place virtually online. In-house access to magazines and newspapers will depend on current recommendations regarding viability of the virus on paper.
- Public will not be able to reserve the Meeting Room space during this time. Nor can any public group gatherings take place anywhere in the library. No toys or children's non-circulating items will be out for use until there is a vaccine available or public health officials give the all-clear on resuming normal activities.
- It will be requested that all returns be made to the outdoor book return box. Quarantine of materials required, therefore browsing will not be allowed and all items must be requested prior to check out.
- There will be a limit of five items per patron.
- The staff will make fax, copies, via eprint and scans for patrons. Notary services available.
- No book sale donations will be accepted at this time.

## **Open to the Public with Precautions: Library Service Level C**

**Open to reduced capacity and limited computer use. Browsing while maintaining physical distancing allowed. At this phase, the public will be allowed entrance to all areas of the library.**

- There may still be a state mandate on the number of people allowed in the building based on the square footage of the building.
- Computer use will be limited to 3 PCs (#1, #3, and #5). The best practice would be one person at a PC at any time, though an additional family/household member might be ok. If necessary, a time limit may have to be imposed or appointment made.
- Seating throughout the library will be limited and set up to encourage social distancing.
- Any programs will by necessity be extremely limited in scope or take place outside (while still maintaining social distancing) or continue virtually online.
- In-house access to magazines and newspapers will depend on current recommendations regarding viability of the virus on paper.
- In the Children's no toys will be out for use. Chairs will be removed to physical distance and to discourage lingering.
- It will be requested that all returns be made to the book return box.
- Staff will always be masked.
- Masks will be required of the public.
- Floor decals may need to be adjusted or removed at this stage. Barriers will still be needed but will probably need to be adjusted to be used more as protection for staff than as barriers to public access.
- A limit of 5 items per person.

## **Normal Operations: Library Service Level D**

**All normal operations resume.**

### **Safety Practices**

Until the board votes to revoke this temporary policy, the library will require all people on the premises to abide by the following safety practices:

[Refer to the NY Forward Safety Plan](#)

**ADA**

In the event any safety requirement is not practicable based on a disability, please contact the library director to explore a reasonable accommodation.

Any patron who is unable to wear masks due to health or physical conditions will not be allowed in the building but will be provided with alternative services. ( ie. a staff member will bring the material(s) outside to waiting patron, or staff will make copies and deliver to patron waiting outside.)

**Code of Conduct**

Adherence to these practices shall be enforced as a requirement of the Library's Code of Conduct until such time as this temporary policy is revoked.

Approved by Board of Trustees: 6/25/2020