

# Policies

## **STANDARD OF CONDUCT FOR LIBRARY PATRONS-COVID-19 RESTRICTIONS/PROTOCOLS**

**Approved: 5/20/2020 Reviewed and Revised: 8/19/2020**

All patrons are expected to abide by the board approved standard of conduct policy for library patrons that is already in place: see Standard of Conduct for Library Patrons Policy. This policy addresses conduct required by library patrons during a time of a public health pandemic.

The library will continue to provide essential services to our community when open. These essential services, as outlined in the General Objectives Policy, include: check out of materials, use of public computers/copiers, answering questions and assistance with obtaining reliable information.

Study rooms and meeting rooms may not be available during this time. Decisions will be dependent on the Phase Level, group size and overall limit on capacity within the building.

These restrictions shall apply during Pandemic Service Phase Levels as appropriate based on guidelines given by the Wisconsin Department of Public Instruction and the Lincoln County Health Department.

### **Change in Posted Hours:**

Due to the need for staff to perform additional cleaning, facility monitoring and such other unforeseen duties; the Library's public hours of operation will be adjusted during Phases Levels as recommended. The hours will be prominently posted on the front door, library webpage, social media and communicated to the media-print and broadcast.

If staffing levels fall below the ability to provide safe service during operating hours due to staff illness or staff's need to care for ill family members, operating hours will be adjusted accordingly.

### **Patrons & Staff Shall Maintain All Personal Health Protocols**

**All library staff and patrons (except those under the age of 2) are required to wear a mask or face covering while in the library building for Phases 1 & 2 and recommended for Phase 3.**

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## **Patrons and staff shall follow the guidelines for safe behavior:**

1. Wash hands frequently with soap and water or an alcohol-based sanitizer.
2. Maintain social distancing by keeping six feet between yourself and others.
3. Avoid touching your face.
4. Make sure to cover coughs and sneezes.
5. Stay home if you feel ill.

## **Building and Resource Capacity Limits:**

### **To ensure social distancing guidelines are met and to allow for fair use of the building the following restrictions will be in place:**

Access to the building will be limited to the allowable limit based on the current Phase determined by guidelines and input received from Wisconsin Department of Public Instruction, the Lincoln County Health Department and City of Merrill officials.

**Youth:** All youth under the age of 16 must be accompanied by a responsible adult during Phases 1 & 2. Parents or other legal guardians are responsible for the behavior of their minor children in the library. Also see the library's "Unattended Children in the Library" policy.

**Time Limits for Visits:** Time limits for library visits may be instituted for all patrons based on the need to allow for fair use of the building by the entire community. As situations change, limits may need to be adjusted based on the nature of requests made by the community and the ability of the library staff to maintain a safe environment for the community.

**Time Limits for Computers:** Limits for length of time on computers may be instituted for all patrons to allow for fair access to resources.

Computers will be prioritized for those seeking jobs and unemployment resources. Based upon the volume of need for those individuals, those time/use restrictions may be modified. Staff may make accommodations based on the nature of the computer need: job seekers, unemployment applications, etc.

Public loitering is prohibited and will be enforced on public library grounds which include sidewalks, rights of way, lawns and adjacent public spaces.

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## **Sanitation:**

During the appropriate Phase Levels, high customer contact areas (such as doorknobs, buttons, stair rails, etc.) will be cleaned at least every 2 hours or after each use as feasible. Bathrooms will be sanitized daily and high touch surfaces will be cleaned at least every 2 hours. Computer keyboards, mouse and adjacent surfaces will be cleaned after each use.

## **Curbside Pickup:**

**If/when the State of Wisconsin, Lincoln County Health Department and/or City of Merrill officials advise or direct for the closure of the library due to Moderate Mitigation necessary to prevent the spread of a public health pandemic, curbside pickup will be offered if possible. In addition, curbside pickup will be available during all Phases upon request.**

## **Library Closure:**

**If/when the State of Wisconsin, Lincoln County Health Department and/or City of Merrill officials advise or direct for the closure of the library due to Intense Mitigation necessary to prevent the spread of a public health pandemic, the Library Director and the Board President may do so and notify the Library Board as soon as possible.**

## **Procedure To Be Used By Staff In Enforcing This Policy:**

Library staff will intervene in situations that violate the stated intention of the policy.

1. Request that the patron(s) immediately discontinue any behavior they feel is not in compliance of this policy.
2. Explain to the patron that s/he/they must leave for the day and be given a copy of this standard of conduct policy. If necessary, the staff will contact the police.
3. When an individual's conduct is serious or repeated, the Library Director may, at his/her discretion, restrict that individual's access to the library and/or suspend or revoke library services to the person.