

I. Purpose

The COVID-19 Pandemic Emergency creates unprecedented challenges for the Valley Cottage Library to protect and serve its community and to protect its employees. The Library is a committed partner in the preservation and advancement of health and safety in our community. To effectively plan and provide for the health and safety of every person who visits or works in the Library, the Board of Trustees will adopt this **Services during a Public Health Emergency Policy** for a time period guided by local, state and federal restrictions. Valley Cottage Library staff have the authority to enforce these measures like any other Library rule. Concerns about this policy should be directed to the Library Director.

II. Scope of Temporary Health and Safety Measures

The Valley Cottage Library operates per relevant law and Executive Orders, including those pertaining to mandatory workforce and building occupancy reductions to facilitate social distancing and reduce the opportunity for the spread of dangerous health conditions. Therefore, the temporary practices in this Policy may be further modified by the Library Director as needed to conform with relevant Orders.

III. Affected Services and Activities

Until the board votes to revoke this temporary policy, the following limits on library services and activities may be put into effect in varying degrees of restriction at the discretion of the Library Director based on meeting health and safety guidelines for public service:

- Curbside pickup of circulating library materials
- Limited public access to stacks and collections
- Limited hours of operation both in the number of days and hours per day
- Limited occupancy of building including staff and public to meet social distance guidelines
- Limited public seating and limited time periods for patrons to use library space for individual or family group reading, study or work
- Limited public computer use including time limits and requirement to be a Valley Cottage Library cardholder in good standing
- No Fines or Fees on late materials
- No on-site meeting room use by the public

IV. 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:

- All persons must wear face masks which cover the mouth and nose in public areas.
- All persons must maintain a minimum of 6' social distance on library property.
- Patrons should abide by physical and visual barriers and signage regarding appropriate safe behavior, including service delivery requirements, expectations and methods. For example, only approach public services staff when addressed and directed to come forward.

- In the event any safety requirement is not practicable on the basis of age or disability, the public will be directed to contact the Director to explore a reasonable accommodation.

V. Communication

To aid the community in honoring these requirements, the Library will transmit this policy through social media and age-appropriate signage in a manner consistent with our mission and our identity as a welcoming and accessible resource to the community.

VI. Enforcement

Adherence to these practices shall be enforced as a requirement until such time as this temporary policy is revoked.

Approved by the Board of Trustees of the Valley Cottage Library

June 5, 2020