



COVID-19 PATRON EXPECTATIONS AND EMPLOYEE PROCEDURES

PATRON EXPECTATIONS

- Patrons must place holds online or with the reference librarian first, and make an appointment for pick up.
- Per CDC and State Public Health guidelines, patrons are required to wear masks and have them in place before entering the Roma Building.
- Patrons should sanitize their hands upon arrival at the library. Restrooms are located to the right when facing the 3 elevators.
- Temperature checks will be performed using a temporal thermometer prior to entering the suite.
- Patrons who are visibly sick or coughing/sneezing excessively will be asked to leave the library.
- Patrons must maintain social distancing of six feet at all times.
- Public computer sessions will be limited to provide equitable access for all patrons.
- Unattended children are not allowed in the library (see the Unattended Child Policy).
- No food or drinks will be allowed inside the suite.

EMPLOYEE PROCEDURES

- Employees are required to use masks in public areas and while interacting with the public.
- Temperature checks will be performed using a temporal thermometer prior to entering the suite.
- Employees are strongly encouraged to regularly wash/sanitize their hands.
- Patrons will be able to scan their own library cards, and not to hand over their physical library card when checking out materials.
- Services will be conducted from the designated workstations behind plexi-glass shields.
- Computers are self-serve. One-on-one computer assistance may only be conducted while observing six feet distance between the employee and the patron, and is subject to the availability of limited staff.
- Public computer stations will be wiped down by staff immediately following each use.
- All returned materials will be quarantined for a minimum of 3 days before check in and shelving.