



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 and/or face shields 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.
- Individuals must wear face coverings unless wearing a face covering would create an unsafe condition in which to operate equipment or execute a task. In general, though, face coverings must be worn, even on warm days, if they do not pose a risk to an individual's health or safety. Mere discomfort is not considered a risk to an individual's health or safety.

I have asthma or another medical condition. Do I have to wear a mask? Face shields are an acceptable alternative to face masks when high temperatures and humidity create unsafe conditions. Individuals must wear a face covering unless the mask impedes their vision, they have a medical or mental health condition or disability that impedes their ability to wearing of a face covering, particularly one that creates respiratory problems for the individual, or if wearing a face covering would create an unsafe condition in which to operate equipment or execute a task. A list of the exceptions can be found in [Section 3 of the Order](#). If an individual cannot wear a face covering due to a medical or mental health condition or disability, the individual should consider wearing a face shield. Persons, including children, with other sensory sensitivities may have challenges wearing a cloth face covering. They should consult with their health care provider for advice about wearing cloth face coverings and may consider wearing a face shield. An individual does not need to provide documentation that the individual fits within an exception to the Order.