

LITTLE FALLS PUBLIC LIBRARY
COVID-19 POLICY – REOPENING PHASE 1
Addendum to Patron Code of Conduct

Phase 1 (limiting gatherings of no more than 10 when we first reopen until Governor goes into phase 2 of gatherings of no more than 50)

- Patrons will be required to wear masks. Staff will be required to wear masks and gloves. If a patron has no mask, we can ask them to leave and offer curbside service, if applicable.
- Offer curbside pickup for requests via email or phone from 11 am – 8 pm.
- Still encourage use of digital collections and databases.
- No children under 18 can be in the building unattended. They must be accompanied by an adult.
- Public computer usage by appointment only and have only every other station on for social distancing purposes. Patrons can clean public computers after each usage with wipes and disinfectant spray.
- No public programming but still promote and hold virtual programs.
- Disinfecting returned items. Quarantining items for a day or two in back room.
- Holds out on floor (self-pick up).
- Promote fine-free returns.
- Patrons stand 6 feet away from desk. Mark floor with distance markers.
- Limited reference help if social distancing can be achieved but if not, promote assistance via email, chat service and phone.
- No one-on-one technology/computer help.
- Scan library card with hand held scanner, no touching of cards. Staff can also scan items without touching if patron can open item for us.
- One circulation computer will be used for checkout.
- Staff cleans front desk, computers, and phone often as staff interchange and clean after each patron.
- No shared materials such as patrons asking to borrow pens, staplers, etc.
- No newspapers.
- One restroom will be locked for staff use only while the other one will be open for the public. It will be unisex and they will be responsible for cleaning after themselves with provided disinfectant items.
- Remove furniture to accomplish social distancing.
- Hand sanitizing stations will be provided, if possible.
- Temperature monitoring for staff -- TBD

Adopted and approved by the Board of Trustees, May 14, 2020