

LIBRARY OPERATIONS IN RESPONSE TO COVID19

PURPOSE

Working together to ensure the health and safety of the West Feliciana Parish Library (WFPL) staff and patrons is our priority. This policy was developed with the intention of employing best practices to protect health and safety and shall be enforced until the danger of the spread of the epidemic has passed. If a local spike in the epidemic should occur, or in case of staff illness, or if there has been a known exposure to the virus, the Library Board of Control may choose to close the library for a period of time as a safety measure.

1. USE OF THE LIBRARY

The WFPL will follow current recommendations of the Centers for Disease Control (CDC) and the State of Louisiana regarding general library operations and the number of people who may be within the premises at any time. Those entering will be asked to:

- a) Wear a mask. A mask covering your mouth and nose is required for all patrons age 5 and over. If patron does not have a mask, one will be provided at no cost. If a patron cannot wear a mask for any reason, curbside service will be provided.
- b) Wash hands or use hand sanitizer upon entering the building.
- c) Maintain social distancing from those not in their party.
- d) Return items in the outside book drop and not bring into the library or place on the desk.
- e) Complete their library errands in a timely fashion.
- f) Return items you have handled but opted not to check out in specially marked bins and do not return to the shelf.
- g) Ask for curbside pickup if you are not comfortable with entering the library building or are in a high-risk group.
- h) Stay home if you are exhibiting symptoms in line with epidemic/pandemic illness or have been exposed to anyone diagnosed with the virus.

2. USE OF PUBLIC ACCESS COMPUTERS AND/OR LIBRARY WIFI

- To allow for safe social distancing, not all public computers will be available.
- Staff ability to assist with computer issues may be limited by social distancing requirements.
- Our Wi-Fi is always on and available inside and outside the library building. Those using the Wi-Fi in the library are asked to consider safe social distancing as they choose a place at the table. Length of stay of those using Wi-Fi inside the library will be monitored. Patrons may be asked to leave the building if they have been in place for more than one hour.

3. MATERIALS HANDLING

- The WFP Library will practice materials quarantine procedures during an epidemic and will continue to do so until advised that the danger has passed.
- Items returned to the Library will be quarantined for a length of time based on the current recommendation of the CDC.
- Due dates may be extended and fine waived to accommodate extra time needed to quarantine before checking in items and removing from patron accounts.

4. LIBRARY STAFF

Library staff will:

- a) Wear masks when interacting with patrons.
- b) Wash their hands or use alcohol-based hand sanitizer between patron transactions if they have handled materials also handled by patrons.
- c) Maintain safe social distances and request that patrons do the same.

5. POLICY ENFORCEMENT

- The library staff reserves the right to ask a patron to immediately leave the library if they do not follow this policy.
If a patron is exhibiting symptoms in line with an epidemic/pandemic illness, they will be asked to leave.
- If the patron does not comply, law enforcement may be called.
- Patrons who repeatedly refuse to follow this may be temporarily or permanently banned from the WFP Library premises by the Library Director. A written notice of the temporary or permanent ban may be given to the patron. A written appeal of the Library Director's decision may be made to the Library Board within 30 days.