

Tivoli Free Library COVID-19 Temporary Safe Practices Policy

Revised June 2021

To continue serving our patrons during this difficult time, while placing the health and safety of our community at the forefront, the Library Board of Trustees has adopted the below Temporary Safety Practices Policy.

The board's authority to adopt these measures is found in our charter, bylaws, New York Education Law Sections 255, 260, 226, 8 NYCRR 90.2, and Article 2 of the Not-for-profit corporation law. We also consider it our duty to develop these measures to keep our services accessible at this time.

Staff at the Tivoli Free Library have the authority to enforce these measures like any other of the Library's rules. Concerns about this policy should be directed to the Library Director or President of the Board of Trustees. Thank you for honoring these measures, which are designed to keep our community safe, while allowing access to the Library.

Scope of Temporary Safety Measures

The Tivoli Free Library operates per relevant law and Executive Orders, including those pertaining to mandatory workforce reductions. Therefore, the temporary practices in this Policy may be further modified as needed to align with relevant Orders.

Safety Practices

Until the board votes to revoke or revise this temporary policy, the Library will require all people on the premises to abide by the following safety practices:

Staff

- Staff should not report for work if they are sick. If staff become ill during their shift they will be sent home immediately and areas where they have been will be cleaned and disinfected, if necessary.
- Staff who are fully vaccinated* are not required to wear a face mask or to practice social distancing while in the Library.
- Staff who are not fully vaccinated* are required to wear face masks when interacting with other staff and with patrons and to practice social distancing as much as possible, either in the Library or during curbside service.
- Face masks must be cleaned after each use or when soiled, and replaced when damaged. Staff may not share face masks, and they must be properly stored or discarded.
- Staff will not require patrons to show proof of vaccination; honor system will be in place.

Patrons

- Patrons should not come to the Library if they are sick. If a patron enters the library and is exhibiting obvious symptoms of illness the staff will ask them to leave the Library. Staff will clean and disinfect areas where patron has been, if necessary.
- Patrons aged 12-adult who are fully vaccinated* are not required to wear a face mask or to practice social distancing while in the Library.

- Patrons aged 12-adult who are not fully vaccinated* are required to wear face masks when interacting with other staff and with patrons and to practice social distancing as much as possible, either in the Library or during curbside service. If an unvaccinated patron is not wearing or refuses to wear a face mask (and has no health issues preventing such), staff will ask the patron to leave the Library immediately.
- Children aged 3-11 are required to wear a face mask while in the Library.
- Children aged 0-2 years are not required to wear a face mask in the Library.
- Patrons are not required to provide proof of vaccination; honor system will be in place.

**According to the CDC: in general, people are considered fully vaccinated 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single dose vaccine such as Johnson & Johnson's Janssen vaccine.*

Public Computer Use

- Public computers will be available on a first-come, first-served basis during open hours.
- There will be a time limit of ½ an hour; if there are no patrons waiting to use the computers, time limit may be extended as staff sees fit. Staff will note time of arrival and remind patrons of time limits and enforce if necessary.

Programming/Events

Due to the fact that not every adult has been vaccinated and that the Library's patronage includes children of various ages, many of whom are not yet eligible for vaccination, the following restrictions will be in place during programs and events sponsored by the Library and apply to both staff and patrons:

Outdoor Programming

- Programs/events occurring outdoors and able to social distance: patrons and staff will not be required to wear face masks.
- Programs/events occurring outdoors and unable to social distance: face masks will be required.
- Programs/events occurring outdoors and where all participants have been fully vaccinated (by their own admission): face masks are not required. If just one participant is not vaccinated and social distancing is not possible, face masks will be required.

Indoor Programming

- Programs/events occurring indoors: patrons and staff will be required to wear face masks.
- Programs/events occurring indoors and where all participants have been fully vaccinated (by their own admission): face masks are not required. If just one participant is not vaccinated and social distancing is not possible, face masks will be required.

ADA

In the event any safety requirement is not practicable on the basis of a disability, please contact the Library Director to explore a reasonable accommodation.

Communication

To aid the community in honoring these requirements, the Library will publicize this policy through social media and other platforms to transmit this message in a manner consistent with our mission and our identity as a welcoming and accessible resource to the community.

Code of Conduct

Adherence to these practices shall be enforced as a requirement of the Library's Code of Conduct until such time as this temporary policy is revoked or revised.

Approved by the Tivoli Free Library Board of Trustees on June 28, 2021.