

Schenectady County Public Library

Policy for Recovery from the Effects of the Covid-19 Pandemic

5:25pm 6/9/2020

In response to the Covid-19 pandemic, the Schenectady County Public Library (SCPL) closed to avoid contagion spread. The SCPL Board of Trustees is adopting this policy for the phased reopening of the SCPL facilities and restoration of limited services. SCPL will be reopened and services restored in accordance with state and local laws and guidelines. The implementation of this policy is outlined in a document entitled *COVID-19 Phased Re-Opening Plan*.

The SCPL reopening and restoration of services are expected to be achieved through a phased approach based on guidance from the Schenectady County Public Health Service, NYS regional guidance for libraries, as well as the approval by the SCPL Board of Trustees. The reopening of the SCPL branches will be staggered and access and services will be altered in various ways, including but not limited to the following:

- o Hours of operation will be limited;
- o The use of meeting rooms or study areas by the public will be suspended;
- o Computer usage will be by appointment only;
- o Reference requests will be processed via phone, email or by appointment; and
- o Chairs, tables, toys, and other items will be removed from public areas.

These restrictions may be changed to allow more access to the library and its services as the Covid-19 restrictions are lifted, as per state and local law. In the event of a resurgence, SCPL reserves the right to curtail services or to close, if necessary to ensure the health and safety of its staff and the community.

In an effort to minimize the spread of the contagion during the reopening plan, the following rules will take effect immediately:

- o Frequent handwashing is strongly encouraged for everyone;
- o All persons entering SCPL facilities, including staff, will be required to wear a covering over the nose and mouth;
- o Employees are encouraged to wear gloves when emptying the book drop. Gloves will be available for staff, upon request;
- o All persons entering SCPL facilities may be subject to a temperature screening and be required to provide their name and contact information to be used for contact tracing purposes only. No person who exhibits symptoms consistent with Covid-19 will be allowed entry into SCPL facilities;

- o Efforts to maintain a distance between individual persons of at least 6 feet should be made at all times. The number of people entering into confined spaces or small rooms should be limited to maintain recommended distances. The use of virtual meetings should be encouraged to minimize face-to-face gatherings;
- o Returned library materials will be collected from the book drop and quarantined in accordance with applicable guidelines before being placed into circulation;
- o SCPL facilities should be cleaned and maintained in accordance with applicable guidelines. Staff should disinfect desks, work stations, and shared work areas frequently, including at the beginning of each shift;
- o Barriers, such as plexiglass shields, will be provided in common public facing service desks; and
- o Community Outreach services will be limited and will not resume unless and until safety plans are submitted and approved by the SCPL administrators.

Any further changes to the operations of the library relating to this pandemic will be communicated through the SCPL website, social media outlets, and signage posted at the Karen B. Johnson Library and branches.