

July 1, 2020

We strongly believe that it is imperative that our employees and patrons feel safe coming onto the property and into the building. We want staff and patrons to be aware that we will be taking proper precautions and Sector Rules based on the guidelines provided by the State of Connecticut.

### **Patrons**

- All patrons are asked to self-check for fever and symptoms before coming onto the property / into the building. Anyone with a temperature 100.4+ degrees and/or symptoms may not enter.
- Signage will be placed on walkways asking patrons who are sick to please leave the property.
- Protective face coverings will be required for all patrons coming onto the property. Patrons who cannot or will not wear a face covering will be served in an alternative way, (curbside pickup, electronically or otherwise).
- As they become available, hand sanitizing stations will be made available at multiple service points. As of 7.1.20 the library lacks floor-stand style hand sanitizing stations and will use end consumer pumps.
- Patrons will be asked to use their own pens and pencils.
- All high touch areas such as doorknobs and countertops will continue to be sanitized frequently.
- Staff working with the public will be protected with partitions and all staff will be required to continue to wear face coverings. Gloves are optional for staff and will be supplied for sanitizing purposes.
- There will be absolutely no cash transactions.
- Patrons are encouraged to continue to use curbside service and other remote and/or electronic means to utilize library resources. The library staff and management have made extremely diligent efforts to make all services available.
- Tape and other directional markings will be present on the premises and in the building for patrons being served.

### **Staff**

Staff are encouraged to wash hands with soap and water for at least 20 seconds several times a day and prior to and after using bathroom facilities.

- Any staff member who develops symptoms should not report to work.
- Designated staff will clean bathrooms twice per day and will also clean/disinfect high touch areas such as door handles frequently.

- Staff is responsible for cleaning their immediate work stations/area, telephones and service counters. Supplies will be provided.
- Signage for direction of foot traffic in main paths (patio, entries, corridors, hallways) will be posted. One way circulation routes will be provided when possible. You will see socially acceptable social distance signage on the floors where groups might form.
- We will be using lines and markers on the floors in hallways to control traffic in and out of the building.
- When the building is opened, markers and signage will indicate for patrons where to stand in areas of service.
- Patrons will be encouraged to continue to use curbside pickup and other remote as much as possible.
- Staff taking payments should strongly encourage credit/debit card transactions and limiting cash transactions in the near future.