

Behavior Policy – COVID-19 Amendment

Working together to ensure the health and safety of our staff and our patrons is our highest priority at this time. This policy is developed with the intention of employing best practices to protect health and safety and shall be in force until the danger of the spread of COVID-19 has passed. This policy is intended to amend, rather than replace, the general [Behavior Policy](#) for the duration of the COVID-19 public health emergency, as determined by the Library Director with the approval of the Board of Trustees.

Library patrons are expected to respect the safety and wellbeing of other patrons and staff. This includes:

- Refraining from entering the Library if you have had exposure to anyone diagnosed with COVID-19 or if you exhibit any COVID-like symptoms.
- Wearing protective face coverings/masks if able to do so. The Library can provide a disposable mask for those without one.
- Observing social distancing of 6 feet from others in the Library, with the exception of others in your group (i.e. members of your “bubble”).
- Washing or sanitizing your hands prior to handling any items in the Library.
- Returning any items handled/borrowed to marked return or quarantine areas.
- Observing marked signage and staff instructions regarding all Library protocols and expectations designed to protect staff and patrons.
- Taking care of Library tasks in a timely fashion to reduce potential exposure time and allow for other patrons to use Library resources.

Library Staff will model high standards of health and safety in order to protect our community. This includes the following measures:

- Library staff will wear masks when in the Library. Masks will be provided if needed.
- Library staff will clean their hands using the WHO handwashing method or use hand sanitizer between patron transactions if they have handled materials also handled by patrons.
- Library staff will maintain safe social distancing practices at all times.
- Library staff will follow all recommended procedures for cleaning and safe handling of materials.

Violation of this Policy

Individuals who act in violation of this policy will be subject to appropriate consequences as laid out in the general Behavior Policy. This may include a verbal warning, being asked to leave the Library, the suspension of Library services, or intervention by law enforcement.

Staff/Volunteer Agreement

I acknowledge that I have received and read the Walter E. Olson Memorial Library COVID-19 Behavior Policy and understand the provisions contained therein. I will abide by all conditions of this policy unless I have received special exception from the Director on compelling grounds. I further acknowledge that it is my responsibility to seek clarity if I am unsure of appropriate action. I understand that policies may be altered, modified, changed, or eliminated by the Library Board, but that I will receive an updated version of this policy following any changes.

_____	_____
Name	Position
_____	_____
Signature	Date