

COVID-19 POLICIES AND PROCEDURES

These are supplemental to the library's COVID-19 Response and Preparedness Plan

Social Distancing

Employees and patrons alike must follow social distancing guidelines while in the library. This means maintaining at least 6 feet between individuals in the building and avoiding gathering in clusters. To enforce this, the library will place visual cues on the floor throughout the library. Librarians will politely request that patrons maintain social distance. If a patron becomes belligerent, service can be refused. If their behavior worsens, the police may be called.

Employee Hygiene

At all times, but especially during the COVID-19 Pandemic, employees are required to follow proper hygiene. This includes, but is not limited to, proper handwashing techniques, sanitizing hands after patron interactions (if not wearing gloves), covering sneezes and coughs, and following further CDC and WHO recommendations. Masks and/or face shields must also be utilized to curtail the spread of the virus unless vaccinated or medically exempt, unless otherwise directed as recommended by local governments, health departments, and other authorities

Pandemic Cleaning Procedures

Cleaning during the COVID-19 Pandemic will happen more often and more thoroughly. This means cleaning high traffic areas (counters, doors, computers, etc) at least three times per hour. In order to prevent the spread of germs, soft surfaces, hard to clean objects, and objects that encourage gathering will be removed until the spread of the virus is no longer an impending danger to staff and patrons. Examples of such objects are kids computers, toys, coloring utensils, and games if available.

Curbside Service

Curbside service is available for those that may be unable to visit inside the library.

- Patrons may call and request books or place holds online.
 - If we have the books in the library, we will check them out to the patron over the phone.

- The patron may either call when they are in the parking lot, or set up a time for pickup if they do not have a cell phone.
- A staff member will then run the books out to them while following current PPE protocol.

What To Do When The Library is Contaminated

In the event that we are notified of a confirmed COVID-19 case visiting the library and coming in contact with staff and/or other patrons, we will have to take certain measures to ensure the safety of our staff and other patrons.

1. Notify staff and patrons that they may have come in contact with a confirmed COVID-19 case.
2. Close the library and deep clean.
3. All staff will have to quarantine for the WHO and CDC suggested timeframe of 2 weeks to ensure they do not spread the virus further.

Fines (Through 09/01/2021)

Lakeland directors have voted to suspend fines through September 1, 2021 to provide leeway to patrons returning items. If quarantine extends beyond that, we will extend the suspension.

Removal of Items Within the Library (Temporary)

- Any items that encourage gathering will be removed. This includes games, toys, coloring supplies, etc.
- Adult computers should be spaced out to promote social distancing.