



## Cortland Free Library

*Books are just the beginning!*

**Policy Category:** Public Health Emergency

**Policy Title:** Temporary Safety Policy

**Need for Policy:** The year 2020 has brought unprecedented challenges to our nation, state, and area of service. The Cortland Free Library is committed to serving its community during hard times and good. To continue serving our patrons, staff, and community during this difficult time, while placing their health and safety at the forefront, the Library Board of Trustees has adopted the Temporary Safety Practices Policy below, which will be considered an addendum to the Library's Acceptable Patron Behavior 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.

### **Policy:**

#### *Scope of Temporary Safety Measures*

The Cortland 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 conform with relevant Orders.

#### *Activities*

Until the Board of Trustees votes to revoke this temporary policy, only limited activities may be performed on site at the library. See the library's re-opening plan for more detail of these activities, outlined in four distinct stages. Please note that in the initial stage, *no patron activity is permitted*. In stage two, curbside pickup will be implemented and patrons will be able to coordinate materials pickup. Throughout these stages, staff will work on or offsite as instructed by the Library Director and per the Telecommuting Policy.

#### *Safety Practices*

To help minimize the spread of infection and to maximize the safety and health of our staff, patrons, and the community, this temporary policy will remain in effect until the Board votes to revoke it.

The Library will require all people on the premises to abide by the following safety practices:

- Avoid physical contact with others and maintain a social distance of 6 feet.
- Wear a mask while visiting the library, including while picking up materials during curbside service.

In addition, the Library strongly recommends the following:

- Clean and wash your hands for a minimum of 20 seconds before and after visiting the library.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.

- Cover coughs and sneezes with your elbow or a tissue.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Please postpone your library visit and instead use our virtual services if you are feeling unwell.

#### *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 transmit this policy through its website and social media, and use a variety of age-appropriate and visual means to transmit this message in a manner consistent with our mission and our identity as a welcoming and accessible resource to the community.

#### **Responsibilities:**

Staff at the Cortland Free Library have the authority to enforce these measures as a requirement of the Library's Acceptable Patron Behavior Policy.

Concerns about this policy should be directed to the Library Director or Board President.

**Approved by Board: 5/20/2020**