

**Temporary Public Safety Practices Addendum  
to Code of Conduct and Meeting Room Use Policy due to COVID-19 Pandemic**

The E.C. Scranton Memorial Library is committed to serving its community during COVID-19 while keeping the health and safety of the library staff and patrons of paramount importance.

Adherence to these temporary public safety practices and COVID-19 pandemic protocols shall be enforced as a requirement of the Library's Code of Conduct and Library Meeting Room Use policies until such time as this temporary addendum, or portions thereof, are revoked. Library staff makes every effort to apply these rules in a fair, dignified and positive manner.

The Library operates per relevant law, executive orders, and recommendations of federal, state, and local health and safety authorities. Therefore, the practices in this addendum may be further modified as needed to conform with changing guidelines.

Concerns about this addendum should be directed to the Library Director. Thank you for honoring these measures, which are designed to keep our community safe, while allowing access to the Library.

*Approved by Library Board of Trustees 7/20/ 2020*

**Temporary Public Safety Practices and COVID-19 Protocols:**

Library patrons, ages two and older, must bring and wear masks or cloth face coverings that completely cover the nose and mouth at all times while in the library building, unless doing so would be contrary to his or her health or safety due to a medical condition.

For those unable to wear a face covering, reasonable accommodations will include delivery of library services (checkout of materials and reference service) via digital services or contactless curbside pickup. The Library Director may be contacted for further accommodations.

Patrons with the following COVID-19 CDC-defined symptoms, including cough, shortness of breath, or any two of the following symptoms: • fever • chills • repeated shaking with chills • muscle pain • headache • sore throat • new loss of taste or smell shall not enter the library building, even if they are wearing a mask or face covering.

All visitors will practice social distancing at all times, ensuring a minimum of six feet distance to all others not in the same family/group. Patrons shall not be sitting face-to-face if they would be less than six feet apart.

Upon entering the Library and while in the library buildings, patrons shall practice good hygiene by properly washing hands, applying hand sanitizer, and/or wearing gloves.

Cleaning, disinfectant products, and/or disposable disinfectant wipes will be made available near commonly used surfaces where possible, e.g. seating areas, bathrooms, self-service areas and computer stations. Patrons are asked to wipe down commonly used surfaces before and after each use.

Patrons visiting the buildings may do so for one 60-minute visit per day by appointment only. Computer use is limited to essential research or business only, no entertainment use (games, videos).