

Statement of Need

These Library use rules and procedures (hereinafter, “rules”) are in effect to protect the health of the public and staff, to ensure the safe and orderly use of a very limited facility, and to do it in the least intrusive way possible.

The rules shall be in effect as long as COVID-19 is determined to be a threat to the public health by local, state and federal authorities. The rules employ the current guidance of the Kent County Health Department (KCHD), the Center for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA) and are in effect until further notice.

Rules and Procedures

TEMPORARY PUBLIC CAPACITY

- 22 Public Users

SOCIAL DISTANCING

- Stay six (6) feet away from others inside the building and outside whenever possible

CLOTH MASKS/FACE COVERINGS

- The current order states that all users of the public space of an enclosed building who can medically tolerate using a mask or face covering must use it to cover the nose and mouth. The use of this public health measure is strongly recommended and your cooperation is appreciated.
- The use of a mask on all library grounds is strongly recommended

DIRECTIONAL SIGNS AND STAFF INSTRUCTIONS

- Obey directions on signs, the prompts on floors and sidewalks, and the instructions issued by staff

STAFF ASSISTANCE

- Staff may be unable to directly assist you due to social distancing requirements.

TIME LIMIT

- You are requested to limit your stay to the least amount of time that is necessary to complete your business. This will allow CSPL to avoid reaching its temporary building capacity limit* and serve more people during this difficult time.

COVID-19 Emergency Public Use Rules

* The library reserves the right to ask users to end their stay if the temporary capacity limit is approached or exceeded

COMPUTERS

- 30-minute time limit
- Staff cannot directly assist computer users at this time
- Stations are limited due to the social distancing rules currently in effect
- One person per station – strictly enforced
- Sanitize hands
- Keyboards shall be wrapped – do not remove wrapping

COVID-19 Emergency Statement

It is recommended that computer users filling out official forms (examples: reports to state agencies, insurance claims, medical forms, banking or educational study) request additional time from staff before beginning their session. The decision of the Staff will be final.

FAMILY USE GUIDELINES

- CSPL understands that normal library use is often a family-oriented activity, but whenever possible during this time the use of the library by one (1) family member per day is recommended. This will allow CSPL to better serve more members of our community daily.

SEATING AND TABLE USE

- Do not move chairs, tables or other seating from their current location – social distancing rules apply
- The current occupancy level of all tables is one (1) person unless otherwise signed

PUBLIC OR PRIVATE MEETINGS

- Prohibited at this time

PAYMENT FOR SERVICES

- The use of debit/credit cards is recommended
- Cash or check payments will be accepted, but are not the preferable means of payment

FOOD AND BEVERAGES

- Prohibited in all public areas

PUBLIC RESTROOM SERVICES

- Open, but follow sanitizing guidelines

MATERIAL DROP BOXES

- Open

SHARING MATERIALS

- Staff cannot share items with patrons at this time (pens, pencils, etc.)

BROWSING CONSIDERATIONS

- Observe social distancing while browsing the collection, (2) patrons per aisle is recommended
- Items not selected should be placed on designated carts, not reshelved

DONATIONS

- No books or materials are accepted at this time

CURRENT HOURS OF OPERATION

- Public: Monday – Friday, 10 am – 6 pm, Sat. 9 – 12 pm
- The building may close for the remainder of the day (and/or the following day) if a COVID-19 illness occurs or is suspected to have occurred in the building

Compliance

A person who violates the *COVID-19 Emergency Public Use Rules and Procedures* shall have violated the *Patron Code of Conduct* (PCC) and may be asked to leave the Library. As per the PCC, violators may have their library privileges suspended for an appropriate time or be banned. A violation of a state or federal law, Governor’s Executive Order, local ordinance or health regulation may be reported to a law enforcement agency and/or result in prosecution.