

PAULINE HAASS PUBLIC LIBRARY

POLICY: Patron Guidelines for Building Use During COVID-19

Adopted by Library Board: August 19, 2020

Libraries are busy places that serve the entire community, including populations that are particularly vulnerable to COVID-19. Libraries are also used in ways that carry the potential for respiratory diseases to spread easily: they invite people to linger, hang out, and gather while sharing spaces, equipment, and materials. This means that while COVID-19 continues to pose a significant public health risk, certain library services will be restricted and patrons will be asked to comply with all safety measures.

This policy was created referencing guidance from the Centers for Disease Control and Prevention, the Wisconsin Department of Health Services, the Waukesha County Health Department, and the Department of Public Instruction, Division for Libraries and Technology.

To help ensure the safety of our employees and patrons, visitors to the building must adhere to the following:

1. **Masks:** Patrons age 4 and older are required to wear a face mask while in the library, provided doing so is not medically contraindicated for the individual. This age threshold was chosen to be consistent with the Hamilton School District mask requirement (4K and up). Masks will be provided at no cost to the public.
 - Masks may be reusable (cloth) or disposable (paper)
 - Masks must be worn over the mouth and nose at all times
 - Face shields, costume masks, and coverings with holes, mesh, or lace are not acceptable

While some may object to wearing masks, it's been widely documented that they are effective in slowing the spread of COVID-19. These precautions will help the Library keep its employees safe and its doors open, keeping library services available to the community. Those who do not wish to wear a mask are encouraged to utilize our curbside pickup service for library materials. Staff can provide guidance on alternative sources for Internet connectivity, including our circulating wifi hotspots.

2. **Social Distancing:** All patrons and staff must observe social distancing guidelines. Group gatherings will not be permitted.
3. **Reduced Capacity and Shorter Visits:** The Library will operate at reduced capacity, and visits must be limited to 60 minutes per day. Patrons may need to wait to enter the building, or be asked to leave when the allowed time has passed, so that others can enter.

4. **Hygiene:** Proper hygiene is essential for everyone's safety. Hand sanitizer is available throughout the building. Patrons are asked to wash hands frequently and thoroughly with soap and water, to sneeze/cough into their elbow or a tissue to be disposed of immediately, and to avoid touching their face.
5. **Feeling Sick:** Patrons with COVID-19, fever, or other symptoms of COVID-19 may not enter the library. Patrons who display symptoms in the library may be asked to leave.
6. **Reporting:** If you or someone in your household has been diagnosed with COVID-19 and you spent time in the library prior to the diagnosis, please report this fact to the Director or the manager on duty. They will take appropriate action and contact the Waukesha County Health Department for guidance on disinfection, disclosure to exposed parties, and quarantine response.

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