



**BANCROFT PUBLIC LIBRARY**  
**TEMPORARY SAFETY PRACTICES POLICY IN RESPONSE TO COVID-19**  
**AMENDED: OCTOBER 6, 2020**

The Bancroft Public Library is committed to serving its community during hard times and good. The year 2020 has brought unprecedented challenges to our nation, state, and area of service. To continue serving our patrons during this difficult time, while placing the health and safety of our community at the forefront, the Library Board of Trustees has adopted the below Temporary Safety Practices 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.

The implementation of each level and/or revisions to this policy will be announced on the Library website, Facebook page and press release to local papers.

Staff at the Bancroft Public Library have the authority to enforce these measures like any other of the Library's policies. Concerns about this policy should be directed to Library Board President, Edward Donoghue. Thank you for honoring these measures, which are designed to keep our community safe, while allowing access to the Library.

**Bancroft Public Library Temporary Safety Practices Policy**

**Scope of Temporary Safety Measures:**

The Bancroft Public 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.

Until the Board votes to revoke this temporary policy, only the following routine activities may be performed on-site at the Library. In addition, should COVID-19 numbers increase to an unsafe level, the Library may revert to earlier levels or even reclose should the state require it.

**Level 1 Staff Only:** No public allowed in building.

Following the guidance of SALS (the Southern Adirondack Library System), the precedents of member libraries and government and public health recommendations, the Library Director will establish a reopening date for the Bancroft Public Library, in coordination with the Board of Trustees. To prepare for this opening date, designated staff will report to the Library building to work a schedule to be determined by the Library Director (this may be a modified schedule or a decreased number/percentage of normally scheduled hours). While working in the building, staff will clean surfaces, process returns, establish a quarantine system for returns, answer calls and messages from the public, handle administrative tasks, reorganize furnishings and prepare the building for public access, and continue planning future activities and collection development.

## Temporary Safety Practices Policy in Response to COVID-19

Page | 2

Staff should inform the director and not report to work if they or a member of their household are experiencing any symptoms of the pandemic virus such as fever, chills, cough, shortness of breath or sore throat. Staff must notify the director immediately of any emerging symptoms or potential person-to-person contact with an infected person. This holds true throughout all levels of the reopening process.

Every effort will be made to maintain social distance while at work. Face masks and hand sanitizer will be provided to staff. Barriers such as Plexiglas shields will not be needed yet since the public will not be allowed in the building during this time.

The public will be allowed and encouraged to return materials to the outdoor book return box during this time. All returned items will be brought inside the Library by staff wearing PPE and the items will be quarantined for a minimum of 96 hours, subject to change pending further guidance from SALS.

**Level 2 Curbside Service:** Some public services restored, no public allowed in building. Timing to be determined by the Library Director and Board of Trustees, with guidance from the SALS startup committee.

At this stage, services will be provided at curbside only, as no public will be allowed in the building yet. Members can request items either through the catalog or the phone as per usual, and all patrons will be called once their holds arrive (even those patrons who normally receive email notices) so that we can arrange a pickup date and time. Every effort will be made to contact the patron to arrange a convenient pickup time. Pickup dates and times will be handwritten on hold slips and stored with items.

Once the patron arrives at their specified pickup time, they will be instructed to call the Library to alert us of their presence and staff will bring checked out items to their vehicle and request to view ID. If they don't have a car or are walking they can call or knock and we will bring the items out to them on the front porch. Hours will be publicly announced on Library website, Facebook page and press release to local papers for curbside delivery and calling hours.

It will be requested that all returns be made to the outdoor book return box. All returned items will be brought inside the Library by staff wearing PPE and quarantined for a minimum of 72 hours, subject to change pending further guidance from SALS.

Staff will be masked when dealing with the public. They should use hand sanitizer and/or wash their hands after the delivery is made. It is hoped that members of the public will also be masked. Every effort will be made to keep contact very limited. Plexiglas barriers are not needed yet.

A modified staff schedule is still recommended here, but may be adjusted from the earlier schedule based on the need for curbside pickup hours and availability of staff.

**Level 3 Open to Public, Limited:** Public allowed in the building to use computers by appointment, Closed stacks.

Three (3) public computers will be available for use by appointment. Appointments will be made by contacting the Library. Computer time will be limited to forty-five (45) minutes per day to allow for cleaning in between patrons.

Patron access will be through the front door only. A sign will be posted at the front door asking patrons if they have:

- a fever;
- a cough or other symptoms;
- come in contact with a COVID-19 patient; and
- been out of state, except Vermont, in the last two (2) weeks?

Patrons who respond “YES” to any one of the above questions will be asked to not enter the Library.

Patrons will need to wear masks and comply with social distancing while in the building. Patrons will also be required to use hand sanitizer before using computers. Patrons who do not follow these guidelines will be required to leave the Library.

Pick up of materials will continue at the front door and at curbside.

Additional services available include; faxing, copying, wireless printing, all handled by staff to limit contact on equipment.

Open hours will be publicly announced on Library website, Facebook page and press release to local papers. Staff will be provided with masks and hand sanitizer and social distancing guidelines will be followed to the best of their ability.

All returns will continue to be made to the outdoor book return box. Quarantine of materials will still be required.

Hand sanitizer will be available at the Library entrance and on the desk. Floor decals or tape may be used to highlight restricted areas and suggested social distancing spaces. Plexiglas barriers will be needed in this phase to ensure the safety of both staff and patrons interacting in close proximity at the desk.

Public meeting space will not be available.

**Level 4 Open to Public with Precautions:** Library open to public with precautions in place as specified in Level 3. Reduced operating hours and staff schedules may still be in effect based on library usage.

In this phase, the Library will be open for brisk, browsing and borrowing. There may still be a state mandate on the number of people allowed in the building based on local codes or size. Patrons may be required to make an appointment for browsing to help maintain occupancy limits. Public access to the building will only be through the front door. Staff will monitor the number of people in the building at all times and may ask patrons to queue outdoors for a time. Computer use may be limited to encourage adequate social distance, and will be limited to only forty-five (45) minutes per day to compensate for increased demand. Keyboard covers will be provided. Seating at Library tables for laptop use will be limited and set up to encourage social distancing. Wireless printing, copying, and faxing will continue to be available and handled by staff to limit contact on equipment. The idea will be to encourage Library use, but not lingering. Patrons will be required to wear masks and comply with social distancing while in the building.

In-house access to magazines and newspapers will depend on current recommendations regarding viability of the virus on paper. The Library will not be taking reservations for Proudfit Hall, nor use the Reading Room for gatherings during this time, except as specified in Appendix A.

No toys or children's non-circulating items will be out for use until public health officials give the all-clear on resuming normal activities.

It will be requested that all returns be made to the outdoor book return box. Quarantine of materials may still be required. Curbside service will still be available.

Staff will continue to be masked for all interactions with the public. Floor decals may need to be adjusted or removed at this stage. Plexiglas barriers will still be needed at this stage.

**Level 5 Normal Operations:** All normal operations resume.

\*All plans are dependent on adequate supplies, PPE, and staffing capabilities. Cleaning will be increased during phases 1-4.

### **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.

### **Behavior and Environment Policy**

Adherence to these practices shall be enforced as a requirement of the Library's Behavior and Environment Policy until such time as this temporary policy is revoked.

**APPENDIX A**  
**BANCROFT PUBLIC LIBRARY**  
**TEMPORARY SAFETY PRACTICES POLICY IN RESPONSE TO COVID-19**  
**LEVEL 4 PROUDFIT HALL USAGE**

The following may use Proudfit Hall under Level 4:

- Bancroft Public Library Board of Trustees and Committees;
- Town of Salem Boards (e.g. Salem Town Board, Planning Board and Zoning Board);
- Town of Salem Court; and
- Organization sponsoring students' educational use of Bancroft Public Library Wi-Fi.

Use of Proudfit Hall is subject to the following conditions:

- Compliance with Proudfit Hall Usage Policy.
- Compliance with New York State coronavirus regulations.
- Compliance with the Town of Salem insurance carrier's requirements.
- Compliance with COVID safety regulations including but not limited to;
  - Cleaning and sanitizing all areas used before leaving facility;
  - The number of participants;
  - Use of masks, hand sanitizer and social distancing.
- Providing the Library Director with the name and contact information of the supervising adult(s).
- The door between the Library and Proudfit Hall shall be closed and locked.
- Any other conditions the Board deems important.

**Approved:** June 2, 2020

**Amendment 1:** July 21, 2020

**Amendment 2:** August 4, 2020

**Amendment 3:** October 6, 2020

Salem Bancroft Public Library Board of Trustees