

## **OPERATIONS-PANDEMIC/EMERGENCY Personal Protective Equipment**

- I. STATEMENT:** The Red Jacket Community Library (RJCL) Board of Trustees is empowered to take the steps necessary to serve the community under its mission with the health and safety of the library staff and patrons as the top priority. Therefore, the Board of Trustees has adopted this Personal Protective Equipment (PPE) Policy.
- II. PURPOSE:** The primary goals of Red Jacket Community Library’s Personal Protective Equipment Policy are to:
- Introduce guidelines for PPE use for patrons wishing to use the library’s services
  - Introduce guidelines for PPE use for library staff
  - Provide reasonable access to library services to all community members while still protecting the library’s staff and other patrons
  - Reduce the risk of infection in, around, and on library facilities, materials, and equipment for library staff and patrons

**III. POLICY:**

- A. The Red Jacket Community Library staff has the authority to enforce these measures like any other of the library’s policies.
- B. For the purpose of this policy, “PPE” refers specifically to masks and cloth face coverings consistent with CDC guidelines and all New York State Executive Orders.
- C. Acceptable Behavior
1. All individuals are required to wear a mask or face covering inside the library’s facilities and when interacting with library staff and other patrons.
  2. RJCL staff will wear a mask when unable to maintain the physical distancing requirement of 6 feet. If a patron is unable for health or age to wear a mask, RJCL staff will maintain a physical distance of 13 feet.
  3. Individuals who cannot medically tolerate the wearing of a mask or face covering are asked to contact the library before visiting so reasonable accommodation(s) for services can be made.
  4. Children under the age of 2 are exempt from wearing a mask. Children under the age of 2 and patrons who are unable to medically tolerate a face-covering shall be exempt from wearing a mask but are asked to maintain 13 feet of physical distance.
  5. Masks or face coverings may be cloth or homemade so long as they comply with the guidance outlined in Executive Order 202.17 or future executive guidance.
  6. Masks or face coverings should completely cover the mouth and nose in accordance with guidelines issued by the Center for Disease Control (CDC).

7. Patrons are not permitted to approach other patrons to comment on or question their PPE practices. Concerns regarding the practices of other patrons should be directed to the library staff only.
  8. Along with wearing PPE, the library will enforce strict social distancing guidelines of at least 6 feet between all individuals in the library or in the library entrance area.
  9. Patrons refusing to abide by this policy will be subject to the corrective action steps, including possible banning, as outlined in the library's Library Safety and Patron Conduct Policy.
- D. Authority & Evaluation - This policy and related procedures will be enforced under all current and future New York State Executive Orders, including those pertaining to PPE, workforce and occupancy reductions, and social distancing guidelines. The practices in this policy may be modified, as needed, to conform with such Executive Orders, as well as mandates from the CDC, Occupational Safety and Health Administration (OSHA), and local government agencies.
- E. Questions or concerns regarding this policy should be brought to the Library Director.
- F. This policy will remain in effect until the Board of Trustees votes to remove or revise it. The Library Director is authorized to make temporary amendments and changes to this policy consistent with the purpose of this policy prior to board approval. Temporary amendments or changes will be recommended by the Library Director at the next board meeting.

#### **IV. REFERENCES:**

Revision History:

06/15/2020: Formatting and wording changes only