

OPERATIONS – PANDEMIC/EMERGENCY PROCEDURES

Personal Protective Equipment (PPE)

The Red Jacket Community Library strives to maintain a safe workplace and protect the health of employees, customers, visitors or others in the event of a severe pandemic illness like COVID-19. At the same time, the Library also strives to ensure the continuity of business operations. This procedure provides guidelines for the use of Personal Protective Equipment (PPE) for patrons and staff.

The primary goals are to provide reasonable access to library services to all community members while protecting the library's staff and other patrons; and to reduce the risk of infection in, around, and on library facilities, materials, and equipment for library staff and patrons.

- A. The Red Jacket Community Library staff has the authority to enforce these measures as with of the library's policies or procedures.
- 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 and Evaluation

1. This procedure will be enforced under all current and future New York State Executive Orders and the criteria mandated for organizations to safely and legally reopen and operate under NY Forward. The practices in this policy may be updated as needed to conform with modifications to NY Forward, as well as mandates from the Center for Disease Control (CDC), [Occupational Safety and Health Administration](#) (OSHA), and local government agencies.
2. Questions or concerns regarding this procedure should be brought to the Library Director.
3. This procedure will remain in effect until the Library Director removes or revises it. Substantial amendments or changes will be reported by the Library Director at the next board meeting.

Revision History:

02/9/2021: Changed from a Policy to Procedure; Authority and Evaluation revised.