

Personal Protective Equipment Policy

Approved by the Board of Trustees, July 23, 2020

Amended, pending Second Reading, July 2, 2021

Purpose:

The Plainedge Public Library has as our top priority, a responsibility, both to the community, and to our staff, to keep everyone as safe as possible by reducing the risk of infection in, around, and on library facilities, materials, equipment and inventory. Therefore, the Board of Trustees has adopted this Personal Protective Equipment (PPE) Policy.

The primary goals are to:

- Introduce requirements for PPE use for patrons wishing to use the library's services.
- Provide reasonable access to library services to all community members while still protecting the library's staff and other patrons.
- Outline requirement for staff to wear PPE.

The Library staff have the authority to enforce the measures set forth in this policy. Upon reopening the building (even for curbside service), the following rules will be implemented:

Acceptable Behavior for Patrons

- All unvaccinated patrons over the age of two are required to wear a mask or face covering inside the library's facility, and when interacting with library staff and other patrons.
- Masks are recommended, but not required of vaccinated individuals.
- Unvaccinated Individuals who cannot medically tolerate the wearing of a mask or face covering are asked to contact the library before visiting so reasonable accommodations for services can be made.
- Masks or face coverings should completely cover the mouth and nose in accordance with guidelines issued by the Center for Disease Control (CDC).
- 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.
- Along with wearing PPE, for unvaccinated individuals, the library will enforce strict social distancing guidelines of at least 6 feet between all individuals not sharing a home, on library property.
- Patrons refusing to abide by this policy will be subject to corrective action, including possible banning, as outlined in the Library's code of conduct.

Acceptable Behavior for Staff

- All unvaccinated library staff members are required to wear a mask or face covering on library property, inside the library's facilities, and when interacting with library patrons and other staff.

- All unvaccinated library cleaners are required to wear a mask or face covering, and have access to gloves, and a face shield when cleaning facilities.
- Any staff member who is found to be in violation of this policy will receive a verbal warning the first time, and subsequent disciplinary steps, including termination, will be taken if the staff member continues to violate this policy.

Authority & Evaluation

This policy and related procedures will be enforced under all current and future New York State Executive Orders or laws 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 all federal, state, and local government agencies. The Library Board and Administration will continue to keep abreast of data and amend this policy to keep our staff and patrons safe.

Questions or concerns regarding this policy should be brought to the attention of the Library Director.

This policy will remain in effect until the Board of Trustees votes to remove or revise it.