

Personal Protective Equipment Policy

Approved by the Board of Trustees, July 23, 2020

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, and equipment. 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 patrons over the age of two are required to wear a mask or face covering on library property, inside the library's facilities, and when interacting with library staff and other patrons.
- 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 may be cloth or homemade, so long as they comply with the guidance outlined in Executive Order 202.17, or future executive guidance or laws.
- 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, 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 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 library cleaners are required to wear a mask or face covering, and have access to gloves, and a face shield when cleaning facilities.

- To facilitate this, the Library will provide 2 cloth masks staff members working over 17 hours per week, and 1 to staff members working fewer hours, upon their return to the building.
- Staff members will be responsible for washing/sterilizing their mask and will be responsible for replacing the mask should it be damaged or lost.
- Staff members are required to fill out a health questionnaire prior to coming to work in the building.
- 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.

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.