

## **SER 103f SOCIAL DISTANCING POLICY TO RESPOND TO COVID-19 PANDEMIC**

May 19, 2021

Capital Area District Libraries endeavors to provide a welcoming environment for patrons of all ages. CADL seeks to provide the public access to information at its facilities but also to create an environment that is reasonably safe for our patrons and staff. While CADL cannot guarantee prevention of infection transmission, it is our intention to permit access to the library facilities and library materials while still complying with all applicable Executive Orders, CDC guidelines, Michigan Department of Health and Human Services orders, local health department orders and other reasonable recommendations to prevent transmission of COVID-19 and look out for the safety of our patrons and staff. All patrons are expected to act in a peaceful and orderly manner, complying with the restrictions stated herein.

This Social Distancing Policy supersedes any portions of the Library Code of Conduct or any other Library policy which contradicts its terms. This Social Distancing Policy is intended to be temporary to reasonably respond to the COVID-19 pandemic.

Social Distancing Requirements: These provisions temporarily suspend, supplement, and replace any contradictory statements in Policy SER 103.

As CADL begins to reopen its services to the public, this will be done gradually through varying levels of service so as to allow the most access to library services while following all applicable Executive Orders, Michigan Department of Health and Human Services orders, and local health department orders. These levels of service will consist of curbside or door pickup of library materials, limiting the number of people in our buildings at a time and finally regular services and hours with some social distancing guidelines in place.

While in the Library, all patrons and employees are to maintain a distance of at least six feet from one another to the maximum extent possible. All individuals must wear a face mask (a tightly woven cloth or other multi-layer absorbent material) over their nose and mouth-when in the library. This requirement does not apply to fully vaccinated persons, those younger than two years old, those who cannot medically tolerate a face covering, those who are communicating with someone who is deaf, deafblind, or hard of hearing and whose ability to see the mouth is essential to communication, or those who are otherwise excepted from the face covering requirement by law.

Patrons are expected to follow recommendations for good hygiene including frequent and thorough handwashing and covering of the nose and mouth if you cough or sneeze.

At each level of service, even though CADL is open to the public, anyone who is experiencing any of the principal symptoms indicative of COVID-19 which have been defined as at least one of (i) a fever, (ii) an uncontrolled cough or (iii) an atypical new onset of shortness of breath, or at least two of (i) a loss of taste or smell, (ii) muscle aches, (iii) sore throat, (iv) severe headache, (v) diarrhea, (vi) vomiting, or (vii) abdominal

pain, not explained by a known physical condition, or anyone who has had contact with a person with a confirmed diagnosis of COVID-19, for the safety of all others on the premises is not permitted to enter the Library branch until cleared by a medical professional to do so. Anyone entering the premises who displays such symptoms may be asked to leave the library.

**Penalties:** Patrons who do not adhere to this policy will be asked to leave the library. Repeat offenders may be denied access to the library for longer periods of time. Due to the seriousness of the potential spread of COVID-19, even a second violation will not be tolerated. See Library Code of Conduct.

**Vulnerable Populations:** CADL will make reasonable efforts to accommodate access to the library for vulnerable populations to COVID-19 including people over 60, pregnant women, and those with chronic conditions like heart disease, diabetes, and lung disease, which will be based upon the directions of government leaders and CDC recommendations as the situation evolves.

**Children/Minors:** These provisions temporarily suspend and replace any contradictory statements in Policy SER 103a. Capital Area District Libraries wants children to use its facilities and services. Young children in the library should always be accompanied by a parent/guardian or assigned caregiver. Parents should be advised that the library is a public place and unattended children are vulnerable. The safety of children left alone in a library building is a serious concern of the library staff. The responsibility for the safety and behavior of children in the library rests with the parent/caregiver and not with library personnel. Library employees cannot be responsible for children who are unattended or demonstrating inappropriate behavior.

In order to ensure social distancing requirements herein are followed by the youth using the library, the following guidelines will be followed concerning the care and behavior of young library users:

Children under age 13 must have a parent/adult caregiver (over age 18) in the immediate vicinity of and in visual contact with the child. The assigned caregiver must be a responsible person and must carry emergency contact information. If a child in this age group violates the Library Code of Conduct or any other library policy, the child and the parent/caregiver will be informed of the rules. If inappropriate behavior continues, both the child and the parent/adult caregiver will be asked to leave the library. If a child in this age group is found unattended, library staff will attempt to locate the parent/caregiver in the library and inform him/her of the rules. If the parent/caregiver cannot be found, or if the child is found unattended again, the police may be called for assistance.

Children age 13 and older may use the library on their own. However, parents/guardians/caregivers are still responsible for the actions and the well-being of their child(ren). Unattended children age 13 and older are welcome to use the library so long as they comply with this and all other library policies. If a child in this age group violates the Library Code of Conduct or any other library policy, the child will be informed of the

rules. If inappropriate behavior continues, the child will be asked to leave the library. All children should have the telephone number of someone who can assist them in an emergency. If a child in this age group is not able to leave the library without an adult (due to inclement weather or after dark, for example), a staff member will call the child's parent/legal guardian or emergency contact. If they cannot be reached, the police may be called for assistance.

Closing Time: Youth age 15 and under who do not have transportation home at closing time will be asked for telephone numbers of people who can pick them up at the library. If transportation is not available within 15 minutes of closing, the police may be called for assistance.

Penalties: Patrons who do not adhere to this policy will be asked to leave the library. Repeat offenders may be denied access to the library for longer periods of time. Due to the seriousness of the potential spread of COVID-19, even a second violation will not be tolerated. See Library Code of Conduct.