

POLICY

Temporary Safety Practices

(Addendum to Patron Code of Conduct Policy)

(Adopted 06/18/20)

The *New City Library* is committed to serving its community during hard times and good.

The year 2020 has brought unprecedented challenges to our *Nation, State, and Service Area*.

To continue serving our patrons during this difficult time, while placing the health and safety of our community at the forefront, the *Board of Trustees* has adopted the below *Temporary Safety Practices Policy*. The safety measures in this *Temporary Policy* have been confirmed with the *Rockland County Department of Health*.

The Board's authority to adopt these measures is found in the Library's *Charter, Bylaws, New York Education Law Sections 255, 260, 226, 8 NYCRR 90.2, and Article 2 of the Not-for-Profit Corporation Law*. We also consider it our duty to develop these measures to keep our services accessible at this time.

Library Staff have the authority to enforce these measures like any other of the Library's *Policies*. Concerns about this *Temporary Policy* should be directed to the *Director*. Thank you for honoring these measures, which are designed to keep our community safe, while allowing access to the Library.

TEMPORARY SAFETY PRACTICES POLICY:

Scope of Temporary Safety Measures:

The *New City Library* operates per relevant law and *Executive Orders*, including those pertaining to mandatory workforce reductions. Therefore, the temporary practices in this *Temporary Policy* may be further modified as needed to conform to relevant Orders.

Activities:

Until the Board votes to revoke this *Temporary Policy*, the following limits on activities will be put into effect in varying degrees of restriction:

- Curbside pickup only of circulating Library materials—no patron admittance to the building
- Limited inter-library loaning of materials
- Limited hours of operation
- Limited occupancy of the building
- Limited public internet use at dedicated workstations and laptops
- Stack and collections closed to the public
- Limited or no use of meeting room by non-library groups
- Limited or no in-library programming
- Limited seating

Safety Practices:

Until the Board votes to revoke this *Temporary Policy*, the Library will require all people on the premises to abide by the following safety practices:

- All persons must wear a face covering which covers the mouth and nose in public areas
- All persons must maintain a minimum of 6’ social distancing on Library property
- Patrons should only approach public service desks when directed to come forward

American Disabilities Act (ADA):

In the event any safety requirement is not practicable on the basis of a *Disability*, please contact the *Director* to explore a reasonable accommodation.

Communication:

To aid the community in honoring these requirements, the Library will transmit this *Temporary Policy* through social media, and use a variety of health authority-approved, age-appropriate, multi-lingual, and visual means to transmit this message in a manner consistent with our mission and our identity as a welcoming and accessible resource to the community.

Patron Code of Conduct Policy:

Adherence to these practices shall be enforced as a requirement of the Library’s *Patron Code of Conduct Policy* until such time as this *Temporary Policy* is revoked.