

### XXIII. Pandemic 2021 Library Behavior Policy

Working together to ensure the health and safety of our staff and our patrons is our paramount concern. This policy is developed with the intention of employing best practices to protect health and safety and shall be in force until the danger of the spread of COVID-19 has passed.

If a staff person tests positive for COVID or has a known COVID exposure they should quarantine for 14 days. If they have been at the library at this time, Bayfield County Health Dept will be consulted. If other staff members have been exposed they will have to quarantine and if there are not sufficient remaining staff to manage scheduled library hours, the library will have to close until quarantines are complete. If the infected individual has not exposed other staff but was at the library during the period of possible contagion the library may need to close for a deep cleaning so that remaining staff may maintain the library schedule. Bayfield County Health Dept. will be consulted to ascertain proper protocols are being followed.

If Cable/Namakagon and/or Bayfield County should become a COVID hotspot the Forest Lodge Library Board may order a return to curbside service only, or, if necessary, a full library closure.

The Forest Lodge Library shall follow the recommendations of the Bayfield County Health Dept., the Wisconsin Dept of Health Services and the Federal Center for Disease Control regarding the continuation of required masking and other COVID safety protocols.

#### **Use of the library building**

The Forest Lodge Library will comply with the recommendation of the CDC and the State of Wisconsin regarding the number of people who may be within the premises at any time. This number shall include staff that are present.

- In accordance with CDC and County guidelines, individuals who are vaccinated are not required to wear a mask. Unvaccinated individuals, including children over 2 years old, are asked to wear masks.
- Masks will be provided for those who need or wish to employ their use. Hand sanitizer and disposable gloves will remain available.
- Patrons are encouraged to continue being mindful of pandemic safety protocols: allow a safe distance between yourself and others, particularly if they are from outside of your household; wash/sanitize hands frequently; stay home or wear a mask if you are not feeling well.
- Returned items should be placed in the bin clearly marked RETURNS, not placed on the desk.
- Items you have handled but opted not to check out should be left on the central table and not returned to the shelf.
- Library staff will assist with materials check out. You may opt to have your due date slip e-mailed rather than printed.
- For those not comfortable with entering the library building, curbside pick-up will remain available.
- Anyone exhibiting COVID-like symptoms or who has been exposed to anyone diagnosed with COVID-19 should not enter the library.

- While patrons may use the library's restroom they should be advised that the restroom is cleaned only once at the end of the day and should use at their own risk.

### **Use of Public Access Computers and/or Library WIFI**

- Public access computer time limits will be monitored and enforced to allow all those wishing to enter and use the library to do so on a timely basis. If there is no one waiting to use a computer or to enter the library, additional one-half hour public access computer stations can be enabled.
- To allow for safe social distancing, only two of our public access computers are available for use.
- Public access laptop computers may be available upon request.
- Staff ability to assist with computer issues may be limited by social distancing requirements.
- Those requiring printed material are asked to choose the Lexmark or Color Printer. Please remove printed material immediately and take care not to touch the printer, itself.
- Those wishing to use the copy machine are asked to ask staff for assistance. Staff will complete the copying job.
- To reduce hand to hand contact between staff and patrons, patrons will be asked to offer a donation for printing/copying and to put same in glass collection jug on the circulation desk.
- Patrons are asked to wipe down the computer keyboard before and after use with alcohol swabs, which will be provided.
- Our wifi is always on. Those entering to use our wifi are asked to consider safe social distancing as they choose a place at the table. Weather permitting, outside placement is encouraged.
- Length of stay of those using wifi inside the library will be monitored. Patrons may be asked to leave the building if they have been in place for more than one-half hour and others are waiting to enter the building.

### **Materials Handling**

Since the advent of COVID-19 the Forest Lodge Library has been practicing quarantining procedures and will continue to do so until advised that the danger of COVID-19 has passed.

- Items returned to the Forest Lodge Library will be quarantined for 24 hours, or the current recommendation of the CDC and/or the State of Wisconsin Department of Public Instruction.
- Patrons are asked not to browse the quarantine bins!
- Returned items should be placed in clearly marked RETURN bin.

### **Library Staff**

- Library staff will comply with library masking protocols.
- Library staff will sanitize their hands between patron transactions if they have handled materials also handled by patrons.
- Library staff will maintain safe social distances and requests that patrons do the same.


## **Hours of Operation**

Beginning July 12, 2021, the Forest Lodge Library will return to its pre-pandemic hours of operation of 10-6, Monday through Thursday, 10-5 on Friday and 10-3 on Saturday.

Curbside pick-up will continue to be offered until it is deemed no longer necessary.

The Forest Lodge Library will monitor National, State and local pandemic news and, if necessary, reduce hours of operation and/or reinstate safety protocols as necessary to protect the health of patrons and staff.

Updated Policy approved: July 8, 2021



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Laurie St. Aubin-Whelihan, President,  
Forest Lodge Library Board of Trustees