

## **PATRON PROTECTIVE EQUIPMENT POLICY**

ADOPTED by the Wood Library Board of Trustees 6/22/2020

### **Purpose**

The health and safety of Wood Library's staff and patrons is the top priority. Therefore, the Board of Trustees has adopted this Patron Protective Equipment Policy. For the purposes of this policy, "Protective Equipment" refers to mask/face coverings.

The primary goals of Wood Library's Patron Protective Equipment Policy are to:

- Introduce face covering guidelines 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
- Reduce the risk of infection in, around, and on Library facilities, materials, and equipment for Library staff and patrons

Wood Library staff has the authority to enforce these measures like any other of the Library's policies.

### **Acceptable Behavior**

- All individuals entering the Library will be asked to wash their hands with soap and water and/or sanitize hands upon entry and exit
- All individuals are required to wear a mask or face covering inside the Library's facilities and when interacting with Library staff and other patrons
- Masks or face coverings may be cloth or homemade so long as they comply with Center for Disease Control (CDC) guidelines and all New York State Executive Orders.
- Masks or face coverings should completely cover the mouth and nose in accordance with guidelines issued by the CDC
- Entrance to the Library will only be permitted for patrons wearing an acceptable face covering; provided, however, that the individual is over the age of two and able to medically tolerate such covering.
  - The Library is prohibited from requesting or requiring medical or other documentation from a patron who declines to wear a face covering due to a medical or other health condition that prevents such usage.
  - If entry is denied, the Library will seek to provide alternate methods of Library service for the patron.
- Patrons are not permitted to approach other patrons to comment on or question their face covering practices; concerns regarding the practices of other patrons should be directed to the Library staff only
- Along with wearing a mask/face covering, the Library will enforce strict social distancing guidelines of at least 6 feet between all individuals on Library property

- Patrons refusing to abide by this policy will be subject to the corrective action steps, including possible banning, as outlined in the Library's Code of Conduct

### **Authority & Evaluation**

This policy and related procedures will be enforced under all current and future New York State Executive Orders, 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 the CDC, [Occupational Safety and Health Administration](#) (OSHA), and local government agencies.

Questions or concerns regarding this policy should be brought to the Executive Director.