



**Wood Library Association
134 N Main St
Canandaigua, NY 14424**

STAFF AND PATRON PROTECTIVE EQUIPMENT POLICY ADOPTED by the Wood Library Board of Trustees 06/22/2020; AMENDED 05/24/2021;

Purpose

The health and safety of Wood Library's staff and patrons is the top priority. Therefore, the Board of Trustees has adopted this Staff and Patron Protective Equipment Policy.

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

- Document face covering guidelines for staff and 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 have the authority to enforce the measures established in its PPE procedures like any other of the Library's procedures established in accordance with this policy..

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 directed to the Executive Director.

Staff and Patron Protective Equipment Procedures

For the purposes of this document, “Protective Equipment” refers to mask/face coverings.

Patron Procedures:

Acceptable Behavior

- All individuals entering the Library will be encouraged to sanitize hands upon entry and exit.
- Masks are required for all individuals regardless of vaccination status.
- 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.
- 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.
- 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.
- 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.

Staff Procedures:

Acceptable Behavior

- All staff will wash their hands with soap and water and/or sanitize hands upon Library entry and exit and frequently throughout the day.
- All staff will be thoroughly trained on the proper wearing and disposal of gloves, masks, and/or face shields.
- All staff who are required to wear a mask/face covering/shield inside the Library’s facilities.
- 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 or future executive guidance.
- Masks or face coverings should completely cover the mouth and nose in accordance with guidelines issued by the CDC.
- Staff who cannot medically tolerate the wearing of a mask or face covering are to contact the Executive Director.
- Staff refusing to abide by this policy will be subject to corrective action.
