

Tomahawk Public Library Policies

STANDARD OF CONDUCT FOR LIBRARY PATRONS DURING A PANDEMIC

Approved: 5/18/2020

All patrons are expected to abide by the board approved patron conduct policy that is already in place. This policy addresses conduct required by library patrons during their visit to the Tomahawk Public Library. During a time of a public health pandemic the library will also adopt the following restrictions and protocols. These restrictions shall apply during Pandemic Service Phase Levels as appropriate based on guidelines given by the Wisconsin Department of Public Instruction, Lincoln County Health Department and the Tomahawk library Board.

The goal will be to provide the community with as many services as we can safely provide without putting the community and staff at risk. These essential services will be our priority: check out of materials, answering questions and assistance with obtaining reliable information.

Computer, copier, table areas and meeting rooms may be limited or not available during this time. Decisions will be dependent on when we no longer need to quarantine, group size and overall limit on capacity within the building, staff hours and ability to clean areas.

Change in Posted Hours:

Due to the need for staff to perform additional cleaning, facility monitoring and such other unforeseen duties; the Library's public hours of operation will be adjusted during each Phase Level as recommended. The hours will be prominently posted on the front and back door, library webpage, social media and communicated to the media-print and broadcast.

Patrons and staff shall maintain all personal health protocols and follow the guidelines for safe behavior:

1. A face covering is highly encouraged for anyone over the age of 2, unless a medical condition prevents its use. We ask all to wear face coverings for the health of our community, while in the library building.
2. Wash hands frequently with soap and water or an alcohol-based sanitizer.

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3. Maintain social distancing by keeping six feet between yourself and others.
4. Avoid touching your face.
5. Make sure to cover coughs and sneezes.
6. Stay home if you feel ill or have been around an ill person.
7. Restrictive tape or barriers of any kind may not be removed by patrons. Please understand we are operating at a reduced capacity to comply with health department guidelines.

Building and Resource Capacity Limits:

To ensure social distancing guidelines are met and to allow for fair use of the building the following restrictions will be in place:

Access to the building will be limited to the allowable limit based on the current Phase determined by guidelines and input received from Wisconsin Department of Public Instruction, the Lincoln County Health Department and Wisconsin Valley Library Service.

Youth: All youth under the age of 16 must be accompanied by a responsible adult. Parents or other legal guardians are responsible for the behavior of their minor children in the library. Also see the library's "Unattended Children in the Library" policy.

Time Limits for Visits: Time limits for library visits will be instituted for all patrons based on the need to allow for fair use of the building by the entire community. As situations change, limits may need to be adjusted based on the nature of requests made by the community and the ability of the library staff to maintain a safe environment for the community.

Time Limits for Computers: Limits for length of time on computers will be instituted for all patrons to allow for fair access to resources and ability to clean after each use. Based upon the volume of need for those individuals, those time/use restrictions may be modified. Staff may prioritize or make accommodations based on the nature of the computer need: job seekers, unemployment applications, census, voting, etc.

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Sanitation:

During the appropriate Phase Levels, high customer contact areas (such as door handles, buttons, etc.) will be cleaned at least every 2 hours or after each use as feasible. Bathrooms will be sanitized daily and high touch surfaces will be cleaned at least every 2 hours. The service desk counter top check out area will be cleaned after each patron use.

Library Closure:

If/when the State of Wisconsin, Lincoln County Health Department and/or City of Tomahawk officials advise or direct for the closure of the library due to intense mitigation or staff infection necessary to prevent the spread of a public health pandemic, the Library Director and/or the Board President may do so and notify the Library Board as soon as possible.

Procedure In Enforcing This Policy:

Library staff will intervene in situations that violate the stated intention of the policy.

1. Request that the patron(s) immediately discontinue any behavior they feel is not in compliance of this policy.
2. Explain to the patron that s/he/they must leave for the day and be given a copy of this standard of conduct policy. If necessary, the staff will contact the police.
3. When an individual's conduct is serious or repeated, the Library Director may, at his/her discretion, restrict that individual's access to the library and/or suspend or revoke library services to the person until the next library board meeting.