

## COVID 19 Policy

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These guidelines were created with guidance from the Oak Creek Health Department, the Wisconsin Department of Health Services, the Centers of Disease Control and Prevention and the Wisconsin Department of Public Instruction, Libraries Division. This policy remains in effect until one or all of these entities declare there is no longer a need to maintain modified services to the public. Library services may be reduced or eliminated with approval from the Oak Creek Public Library Board of Trustees.

If you have COVID-19 or have a fever or symptoms of COVID-19, do not enter the library. If someone in your household has COVID-19 or has symptoms of COVID-19, do not enter the library during your quarantine. If you display COVID-19 symptoms in the library, you may be asked to leave.

If you or someone in your household has been diagnosed with COVID-19 and you spent time in the library prior to the diagnosis, please report this fact to the Library Director or Librarian in Charge or Oak Creek Health Department. Library staff will contact the Oak Creek Health Department for guidance on closure, disinfection and quarantine response.

Library staff and maintenance staff strive to keep the library sanitized and cleaned on a regular schedule. We cannot guarantee the library is a germ-free environment, and ask that you determine if the public library is a safe place for you and your family during this global pandemic.

### **LIBRARY SERVICES**

The safety of our patrons and our staff is our number one priority. For this reason, Library staff will wear a face mask in all public areas of the Library and wash their hands frequently. Patrons over the age of four are required to wear a face mask unless medically unable to do so while in the library.

Physical distancing of a minimum of six feet must be maintained by all people in the library, except in cases when physical distancing is not feasible or appropriate. Where possible, staff have removed and/or rearranged furniture to allow for the CDC's recommended 6 ft. distance.

Patrons requesting one-on-one help from staff (at a public computer, printer, personal device, in the book stacks) must wear a face mask. One-on-one assistance will be limited to no more than three minutes if social distancing cannot be maintained.

Due to reduced capacity, public computer time will be limited per person per day. Only one person may be at a library computer at a time, unless the person is seeking computer assistance from staff.

Library programs have been moved to a virtual environment where possible. In person programming will be limited to meet the recommended gathering guidelines.

### **INDEPENDENT WORK, STUDY, AND BROWSING:**

Plan to make library visits independently. Visitors are discouraged from sitting and staying in the library for an extended period of time. Patrons must limit their visit to the library to 30 minutes or less.

Due to physical distancing recommendations, the Library will operate at reduced capacity. A maximum number of people are allowed in the building at any given time. You may be informed that you have to wait to enter the building or that you may need to finish your visit, so we can maintain this threshold. You may be asked to leave the library if you have been here for an extended period of time, to allow for others to enter.

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Due to physical distancing recommendations, socializing and collaborating in the library is not allowed at this time. You may be asked to leave the library if you congregate with another person or group for more than a brief greeting.

Children under 14 years of age may be asked to be accompanied by a supervising adult, particularly if the child is unable to conform to physical distancing while visiting the library.

### **ITEMS FOR IN HOUSE USE ONLY**

The use of the Lego and train table(s), J Touch, Illuminated Peg Board, all stuffed animals, and all extra toys and puzzles from the youth services area have been suspended. Use of library checker and chess pieces have also been suspended.

Daily newspapers may be unavailable. Current magazines are available for checkout at this time.

Please return any items that you are not checking out to a designated cart. Staff will quarantine and re-shelve the material.

### **MEETING ROOM RENTALS AND OUTSIDE ORGANIZATION PROGRAMS**

Meetings and programs that have been booked by private citizens, organizations, and associations have been cancelled. The library is not accepting room rental/reservation applications until further notice.

*Violation of these guidelines may result in a person being asked to leave the library. Failure to do so may result in the police being called.*

*This policy supersedes any sections of previously approved Library Board policies which conflict with anything described above.*

*Adopted by the Library Board June 11, 2020  
Revised August 13, 2020  
Revised November 12, 2020*