

The year 2020 has brought unprecedented challenges to our nation, state and our community. To continue serving our patrons during this difficult time, while placing the health and safety of our community at the forefront, the Library Board of Trustees has adopted this Temporary Safety Practices Policy.

The Board's authority to adopt these measures is found in its Charter, Bylaws, New York Education Law Sections 255, 260, 266, 8 NYCRR 90.2 and Article 2 of the Not-for-Profit Corporation Law. Consistent with that authority, these measures have been adopted in order to keep our services accessible at this time.

Staff at the Clifton Park-Halfmoon Public Library has the authority to enforce these measures as they do other of the Library's Rules. Concerns about this policy should be directed to the Library Director.

### **Scope of Temporary Safety Measures**

The Clifton Park-Halfmoon Public Library operates per relevant state law and Executive Orders, including those pertaining to mandatory workforce reductions. Therefore, the temporary practices in this Policy may be further modified as needed to conform with relevant orders.

### **Safety Practices**

Until the Board votes to revoke this temporary policy, the Library will require everyone on the premises to abide by the following safety practices:

- Staff and patrons must wear a face mask when in public areas of the library.
- Staff must wear a face mask when in staff-only areas of the library and social distancing (minimum 6-foot separation) cannot be maintained.
- Staff must wear a face mask and gloves when handling returned materials
- Staff and patrons must adhere to social distancing guidelines.
- Patrons may be asked to wait outside the library if maximum occupancy levels in the library are met.
- Program and study rooms may not be available to the public.
- Seating in the public areas will be limited to ensure social distancing.

### **ADA**

In the event any safety requirement is not practicable on the basis of a disability, please contact the Library Director to explore a reasonable accommodation.

### **Communication**

To aid the community in complying with these requirements, the Library will transmit this policy through social media, our website and physical signage at the Library.

### **Authority to Modify Policies**

The Library Director has the authority, consistent with this Temporary Safety Practices Policy and while this Policy is in effect, to modify such library policies as necessary to protect the safety of staff and patrons and to efficiently operate the library, including, but not limited to, Policies 3.1, 3.2, 3.4, 3.6, 4.3 and 4.4. The Director shall advise the Board of any such temporary, necessary changes that are made.

### **Rules of Conduct**

Adherence to these practices shall be enforced as a requirement of the Library's Rules of Conduct until such time as this temporary policy is revoked.

Initial Adoption Date: 5/18/2020, Modified 6/15/2020