

Mexico Public Library

COVID-19 Public Health Emergency Procedure

Adopted by the Library Board of Trustees on March 16, 2020

According to the Centers for Disease Control and Prevention, the coronavirus disease 2019, or COVID 19, causes respiratory illness in people. It can spread from person to person through “respiratory droplets” that occur when an effected person sneezes or coughs and can be present on surfaces from a few hours or up to several days. Symptoms range from mild to severe. Common symptoms that present 2-14 days after exposure include fever, cough, and shortness of breath. The virus was first reported from Wuhan, China on December 31, 2019 but is now confirmed in over 70 locations internationally, including the United States. The World Health Organization declared a global health emergency on January 30, 2020. NYS declared a state of emergency on March 7, 2020, and Oswego County declared a state of emergency on March 15, 2020 and ordered all public schools in the county closed until April 14th.

In order to keep both staff and patrons from spreading the infection, the following procedures have been put in place:

- 1) The library will be **closed to the public until April 14th**. This date will be reassessed as situations change.
- 2) Discard/donated material typically in our lobby book sale, will be put outside on bookcarts, weather permitting for people to take for free. This will only be during hours that staff is working in the library.
- 3) All programming is suspended beginning today.
- 4) Some staff will be working limited hours on in- house tasks, such as collection inventory, storage cleaning & organizing, weeding books, possible NCLS distance training sessions, and will be available when in the library to take calls and help patrons over the phone. Staff may have projects that can be worked on at home.
- 5) Curbside pickup will be available to patrons beginning March 23rd. Patrons will place holds electronically or via telephone and library staff will retrieve the material, check out, and put in bags labeled with patron’s name. There will be specific times during the week that patrons may come to the front door to be given their bag of held items.
- 6) Patrons will be urged to clean items before using and before returning to the library.
- 7) Books and other materials must be returned in the outside return box. Staff will use gloves and will sanitize items being returned.
- 8) Fines and fees will not accrue during library closure and any that do will be waived.
- 9) The library will temporarily eliminate restrictions on online registrations, so that patrons will have immediate access to all our online content and will have one year to come to the library and get their physical card, instead of the 14 day limit previously in place.
- 10) Our public WIFI is available 24 hours a day and can be used in outside areas near the library.
- 11) Staff will, as often as possible, wipe down common areas with Lysol wipes and sanitizing cleaner.
- 12) Staff are encouraged to stay home if they are sick.
- 13) Director will use social media extensively to keep public aware of library status, to promote online content, and to offer ideas and information to patrons isolating at home.
- 14) Other creative outreach may be tried and will be approved by Board President before implementing.