

**St. Joseph Public Library  
Ongoing COVID-19 Response Plans and Procedures**

SJPL is committed to providing a safe and healthy workspace for all staff and patrons. The following plans and procedures have been developed to allow the libraries to maintain a sense of normalcy and reliability in the services offered while living with an ongoing COVID-19 threat. This policy supersedes previous COVID-19 related policy: “Long-term COVID-19 Response Plans and Procedures” Emergency – 404c.

**Personal Responsibility**

SJPL’s goal is to prevent the transmission of COVID-19 in the workplace. Managers and non-managerial staff are responsible for supporting, complying with, and providing recommendations to achieve this goal.

Face masks will be available for patrons and staff to use at all branches. Patrons and staff are empowered to wear face masks anywhere on library property. Staff are empowered to wear masks at all library sponsored events or events where they are representing SJPL.

Staff are encouraged to regularly wash and sanitize their hands and to dispose of soiled or worn PPE. Hand sanitizer will be available for public use at all department desks. Disposable gloves will be available for staff use.

Social distancing is at the discretion of the staff member. Plexiglass barriers may remain in place at staff request. No staff member shall be required to provide activities or services that do not allow for proper social distancing, but should work to accommodate patrons as able.

It is the responsibility of all staff to:

- Self-monitor daily for COVID-19 symptoms
- Stay home when ill or if mandated by CDC (Centers for Disease Control & Prevention) guidelines due to COVID-19 exposure
- Stay informed of personal risk levels and COVID-19 exposures
- Request clarification or information on current COVID-19 risk level and policy

Following COVID-19 exposure or positive test, staff should follow quarantine and isolation procedures as dictated by library policy.

**Notary Services, Research Assistance, One-on-One Services**

Patrons who request notary services, computer assistance, or any other type of one-on-one assistance with a staff member must not be showing any sign of illness.

Patrons or staff exhibiting signs of illness associated with COVID-19 may be asked to wear a mask while on library property. When wearing a mask staff and patrons should wear it properly as recommended by the CDC. SJPL staff should use discretion in assisting patrons exhibiting signs of illness and take appropriate precautionary measures to ensure a safe and clean work environment.

## **Programming & Activities**

In-person programming is defined as programming sponsored by SJPL or hosted on SJPL property. When possible, alternative programming options should be made available to patrons not comfortable with participating in person. A variety of online and virtual programming may also be available. Take & Makes and other activity items may be in limited supply and should be available either by reservation or by request on a first come, first serve basis.

Staff are encouraged to monitor local and national COVID-19 numbers and trends while planning future in-person programming options. All in-person programming is tentative, pending approval from the Director. Staff members should provide a plan for coverage, should they be under COVID-19 isolation or quarantine at the time of in-person programming. No SJPL staff shall be required to provide in-person programming, but are encouraged to do programming in the manner they are comfortable with.

## **Meeting Rooms and Computer Usage**

Meeting rooms and computers will be available to patrons. Equipment will be wiped down regularly or at the request of a patron with proper sanitizing solution. No SJPL staff shall be required to monitor or assist patrons or staff in meeting room activity. Should staff assistance be requested, either the staff member or patron may request that masks be worn for the duration of staff involvement.