

COVID-19 Policy [July 13, 2020] Thompson Free Library

Introduction:

This document is based on the [Public and Community Buildings](#) COVID-19 Prevention Checklist issued by the Maine Department of Economic and Community Development and additional [Public Library Guidance](#) approved by the Maine Library Commission.

This policy supersedes any previously approved library policies which conflict with anything described below. It remains in effect until there is no longer a need to maintain modified services to the public based on guidance from public health officials.

Information about up-to-date COVID-19 policies and procedures will be available via our website: www.thompson.lib.me.us

Guidelines for Community Members:

- Do not enter the library building if you feel sick, have any symptoms of COVID-19, or have been exposed to someone with COVID-19.
 - Symptoms of COVID-19 include: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, sore throat, and new loss of taste or smell.
 - If you display any of these symptoms, you may be asked to leave the library building.
- Wear a face covering over your nose and mouth when inside the library building.
 - All visitors are required to wear a face covering (except those younger than two years old or those with a medical condition that prevents them from wearing one).
 - The library will supply a face covering if requested.
 - Curbside service is available for those who choose not to wear a face covering.
- Maintain physical distance of at least six feet from others. Any socializing, lingering, or gathering is not allowed at this time.
- Limit your time in the library to 30 minutes per visit, computer use included.
 - The library will make an effort to accommodate longer visits for specific purposes (online test taking, etc.) with advance notice.

- Sanitize hands before touching any library materials. Hand sanitizer is provided in multiple locations around the library.
- Do not enter “Staff Only” areas of the library building.
- Children under age 14 must be accompanied by a parent or guardian.
- A maximum number of people is allowed in the building at any given time.
 - The current limit is 10 visitors at a time.
 - Visitors may have to wait to enter the building so that we can maintain this threshold.
- Please note that we cannot guarantee that the library is a virus-free environment. It is the visitor’s responsibility to determine if the library is a safe place for you and your family during this global pandemic.

Guidelines for Library Staff:

- Consider whether you can work safely with the public if you are at increased risk for severe illness due to age or an underlying medical condition.
- Maintain physical distance of at least six feet from patrons and other staff members at all times.
- Wear a face covering over your nose and mouth when in shared/public spaces.
 - Face coverings are not required when alone in personal offices/workspaces.
- Practice frequent hand washing and hand sanitizing especially after contact with high-touch materials and surfaces.
- Clean high-touch surfaces often and disinfect workspace and equipment according to COVID-19 Procedures.
- Refer to COVID-19 Procedures for additional instructions.

Meeting Room Use:

- Any use of the community meeting room is at the discretion of the library director.
- Meeting room capacity is dependent on square footage guidance from the State of Maine.
 - Current guidelines (*as of June 17, 2020*) allow a maximum of 5 visitors in this space.
- The library will post signage alerting visitors to occupancy limits, physical distancing requirements, and face covering policies.
 - Those using the meeting room are responsible for enforcing these limits, requirements, and policies.