

Barbara Moscato Brown Memorial Library

27 W. 4th Street Emporium | 814-486-8011 | brocamp1@zitomedia.net

1. LIMITED IN-HOUSE SERVICES

Beginning Monday, July 6, The Barbara Moscato Brown Memorial Library building will open to the public with altered service hours and limited services. New hours will be:

Seniors only hour from 11am-12 p.m. daily.

Operating Hours

Monday - Friday: 11 am to 5 pm

Wednesdays: CLOSED FOR INTERNAL OPERATIONS – Library 2-Go-Go pickup will be allowed.

Saturday: 10 am to 2 pm

Sunday: CLOSED

Phased-In Library Services—Initial Reopening

Library services will be added in stages. Patrons are encouraged to continue using Library 2-Go-Go when possible. Initial services include:

Building Use

- Library will be accessible through the **front door only**.
- Only scheduled staff and up to 15 patrons may be in the library at one time. Patrons will be limited to a half hour of browsing time inside the Library.
 - While browsing, patrons are asked to **deposit any materials they touch but choose not to check out into “Yuck Bins”** provided throughout the Library. These items will be quarantined for 72 hours, cleaned and reshelved.

- Select furnishings and equipment will be removed or moved to allow for safe social distancing.
- Staff will monitor the doors to only allow a safe number of patrons in at a time.
- Staff will provide hand sanitizer and tissues for patron use in multiple locations throughout the library building.
- Multipurpose room use will be allowed by appointment for no more than 10 participants.
- All toys will be removed from the children's area of the Library.
- Children under 13 MUST be accompanied by an adult at all times.
- Patrons will be asked to wear gloves (provided by Library) if coming to read the newspaper.
- Copying and Laminating services will be available.
- Bathroom access will be available with key only to be obtained from a library employee.

Service NOT resuming at this time

- Public computers will NOT be available until the beginning of August.
- Unscheduled access to multipurpose room.
- In-person Children's programs will not resume until further notice, including, but not limited to Lego Club, Story Hour, and Free to Be Me.
- Teen and adult programs will be phased in throughout the coming months with social distancing measures in place, including Dungeons & Dragons Club and Book Club (for ebooks only).

Circulation

- Library 2-Go-Go Pickup will continue to be available and patrons are encouraged to keep using this service if they know what titles they would like to check out instead of browsing.

- All borrowed items MUST be returned in a book drop or designated bins.
Staff will not accept return items handed to them.
- Interlibrary Loan and District Loan requests continue to be suspended until further notice.

Fines/Fees

- Fines will be waived for members who return items late, within reason. Fines will resume for items kept more than 3 weeks past their due date.
- Fees will be collected for copies, laminating and printing.
CASH ONLY AND NO CHANGE WILL BE AVAILABLE.

Collections

- All returned materials will be quarantined for 72 hours per Northeast Document Conservation Center Guidelines.
- All book carts and bins will be cleaned after each use.

Donations

- Donations of items and books and other physical materials from the public will be suspended until further notice.
- Monetary donations are always welcome and can be mailed to

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Emporium, PA 15834***

Phased-in Library Services

The following services will be phased in as possible during the green phase. **Currently no timetable exists for these services.** Library Staff will inform the public as these services are added in.

Building Use

- Rear door will reopen for library access.
- Library capacity will increase to 45 patrons at a time.
- Patrons browsing time in the library will be increased from ½ hour to an hour.

- While browsing, patrons will continue to **deposit any materials they touch but choose not to check out into “Yuck Bins”** provided throughout the library. These items will be quarantined for 72 hours, cleaned and reshelved.
- Select furnishings and equipment will be added in at staff discretion.

Computers

- Access to public computers will resume.
- Computer usage will be limited to **one hour per session and strictly enforced.**
- Computers will be cleaned between each use.
- Computer assistance will only be available if it can be provided while maintaining safe social distancing.

Collections

- All materials returned in the book drop will be quarantined for 72 hours.
- All book carts should be cleaned after each use
- Interlibrary loan and District Loan requests will resume.

Programming

- In-house children’s library programs will resume with registration required to safely reduce numbers.
- All Programs where safe social distancing can be maintained will resume.

2. INTERNAL CLEANING/ SAFETY PROCEDURES

Cleaning

- Staff will clean service desk, including keyboards and mice throughout the day as possible. This cleaning will include check-in counter, door handles, and OPEC computer desk.
- During walk-throughs, staff will clean tables, chairs, equipment, and other high-touch areas at least twice per day.
- Internet computer stations will be cleaned between each use once services resume.
- Meeting room use by the public will be available by appointment with limited access (up to 10 people), with the exception of government requests (ex: voting). All meeting and programming rooms, furniture, and equipment will be cleaned between each internal use.
- Doors, railings, and other heavily touched areas will be cleaned as often as possible.
- Restroom cleanings will part of the end-of-day cleaning procedure daily.
- All toys will be removed from the children's areas until management determines it is safe to provide limited access.

Signage:

- Signs will be placed on entry doors, throughout the Library, and at all desks informing the public about the virus and the Library's response.
- Signage will be posted to the public, indicating that restrooms will be cleaned daily on a regular schedule.
- A sheet indicating proper handwashing technique, including the advisability of using paper towels to dry hands, will be posted in all restrooms (public and staff) as well as by any other sinks located in the library.
- A flyer indicating proper mask use will be posted in all library, restrooms and staff areas.
- A sheet indicating proper removal of gloves will be posted near newspaper section.

- Signs will be posted at the internet computers, indicating that after each use, the patron should alert a Library Employee that the computer needs to be cleaned.

General Building

- Lined, no-touch waste containers will be provided throughout buildings – we will need to remove the tops of the waste bins inside the Library.
- Paper towels will be provided in all restrooms.
- Tissues, hand sanitizer, and gloves (for newspapers) will be available for public use throughout the Library.

3. MITIGATING AFTER EXPOSURE

If there is a reported case of COVID-19 in the Library, the following actions will take place.

“Reported” is a case where the individual, either patron or employee, has been advised by their physician to be tested for COVID-19 or has been found positive for the virus.

Securing and decontaminating the library by:

- Closing the Library for 2 weeks.
- Opening outside doors and windows and using ventilation fans to circulate air in the area.
- Waiting at least 24 hours before cleaning and disinfecting the affected area.
- Professional cleaning service will be called in to do full disinfecting of entire building before reopening.

4. PERSONNEL

Personnel Workplace Procedures

- The Library will provide staff with appropriate personal protective equipment (PPE)
- Staff will either wear gloves when handling and cleaning materials, or wash hands immediately following handling.
- Staff will wear face masks when exposed to patrons.
- Staff will take temperature when coming in for each shift.
- Staff will implement a mandatory routine handwashing.
- Staff members who become ill while at work will be excused immediately to leave or will be quarantined in the multipurpose room until they are able to leave the building.

Paid and Unpaid Leave

- Library staff will be provided paid sick leave and expanded family and medical leave for specified reasons related to COVID-19 in accordance with the Families First Coronavirus Response Act (FFCRA or Act). These provisions will apply from April 1, 2020 through December 31, 2020.
- The Library will work with staff on use of paid and unpaid leave. The Library may require a certification to return to work for anyone who has been absent due to illness.

Volunteers

- Volunteers must sign liability waiver and agree to follow Library safety procedures, including wearing masks and having their temperature checked.
- Assisting with summer lunches will be allowed.