

WEBER COUNTY LIBRARY SYSTEM

Board of Trustees **Emergency Response Policy**

In times of crisis, libraries play invaluable roles in supporting their communities both in person and virtually. To facilitate the Weber County Library System in helping to minimize the deleterious effects of a public emergency, the Library Board of Trustees delegates authority to the Library Director to prepare and implement plans, rules, and administrative procedures with the intent of protecting and supporting employees, facilities, collections, equipment, and members of the public.

WEBER COUNTY LIBRARY SYSTEM

Administrative Procedure **Pandemic Health and Safety Responsibilities**

Our goal during this time of the COVID-19 pandemic is to make the public library a welcoming and safe place for everyone. To accomplish this while a dangerous virus is present in our community, all employees, patrons, and visitors (“Individuals”) who enter a Weber County Library (“Library”) must agree to help protect themselves and others by following the rules outlined in this administrative procedure. These rules are based on recommendations and orders from the U.S. Centers for Disease Control and Prevention, the Utah Department of Health, the Weber-Morgan Health Department, and the Library Board of Trustees. These rules will remain effective and enforceable until they are revised or rescinded by the Library Director.

Rules that must be followed during the pandemic.

1. Individuals who have a cough, fever, shortness of breath, or are feeling unwell must stay away from the Library.
2. Individuals must apply hand sanitizer each time they enter the Library.
3. Individuals must wear a face covering over the mouth and nose at all times while inside the Library. Face coverings include masks, gaiters, bandannas, or scarves. They do not include coverings made from mesh, lace, or that otherwise have holes or openings in them. This rule does not apply to those under the age of two. Face shields may be worn in conjunction with a face covering but are not a substitute for a face covering on their own.
4. Individuals carrying legitimate medical documentation listing a mask exemption will be offered a reasonable accommodation such as curbside pickup of materials, but they will not be permitted to enter the Library.
5. Individuals must cover their sneeze or cough with a cloth, tissue, or the inside of their elbow even when wearing a mask.
6. Individuals must stay at least six feet away from anyone who is not a part of their family group.

Visitors and patrons who do not follow the above-listed rules may be asked to leave the Library and may be forcibly removed and trespassed from the property if they refuse to leave voluntarily.

Employees who do not follow the above-listed rules may be disciplined up to and including termination.

Recommendations that should be followed during the pandemic.

1. Individuals should be careful not to touch their nose, mouth, eyes, or face.
2. Individuals should wash their hands with soap regularly for at least 20 seconds.
3. Individuals who are waiting in line should remain at least six feet away from others who are not part of their family group.
4. Individuals are encouraged to show patience and understanding while waiting in line at least six feet from others and to give employees the time required to sanitize computers, checkout stations, restrooms, and other frequently touched surfaces. This practice is for the safety of everyone.
5. Individuals are encouraged to use credit cards, rather than cash, to settle charges to their account whenever possible.

Individuals who are not following the recommendations should be politely reminded of the recommendations and requested to follow them.

Approved for implementation: 05/11/2020
To be revised and adapted as needed

Note: The Library Board of Directors has clear authority under State statute and County ordinance to care for the "library, library facilities, equipment, staff, and other such library resources" and to establish "policies for the enforcement of library rules."