

The Hepburn Library of Norfolk is committed to serving its community during hard times and good.

The year 2020 has brought unprecedented challenges to our nation, state, and area of service.

To continue serving our patrons during this difficult time, while placing the health and safety of our community at the forefront, the Library Board of Trustees has adopted the below Temporary Safety Practices Policy.

The safety measures in this policy have been confirmed with the St. Lawrence County Health Department.

The board's authority to adopt these measures is found in our charter, bylaws, New York Education Law Sections 255, 260, 226, 8 NYCRR 90.2, and Article 2 of the Not-for-profit corporation law. We also consider it our duty to develop these measures to keep our services accessible at this time.

Staff at the Hepburn Library of Norfolk Library have the authority to enforce these measures like any other of the Library's Rules. Concerns about this policy should be directed to the Director. Thank you for honoring these measures, which are designed to keep our community safe, while allowing access to the library.

Hepburn Library of Norfolk Temporary Safety Practices

Scope of Temporary Safety Measures

The Hepburn Library of Norfolk operates per relevant law and Executive Orders, including those pertaining to mandatory workforce reductions. Therefore, the temporary practices in this Policy may be further modified as needed to conform with relevant Orders.

Until the board votes to revoke this temporary policy, only the following routine activities may be performed on site at the library:

Curbside pickup

Safety Practices

Until the board votes to revoke this temporary policy, the library will require all people on the premises to abide by the following safety practices:

Wear PPE and follow all ADA advice

ADA

In the event any safety requirement is not practicable on the basis of a disability, please contact the Director to explore a reasonable accommodation.

Communication

To aid the community in honoring these requirements, the Library will transmit this policy through social media, and use a variety of health authority-approved, age-appropriate, multi-lingual and visual means to transmit this message in a manner consistent with our mission and our identity as a welcoming and accessible resource to the community.

Code of Conduct

Adherence to these practices shall be enforced as a requirement of the Library's Code of Conduct until such time as this temporary policy is revoked.

Adopted 6/11/2020