



**HEPBURN**  
LIBRARY OF NORFOLK

**Safety Practices Policy**

Adopted October 21<sup>st</sup>, 2020

Amended for phased opening March 17<sup>th</sup>, 2021, Amended May 19<sup>th</sup>, 2021, Amended July 21<sup>st</sup> 2021

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, Board of Trustees and Director 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 to relevant Orders. The objectives of this plan are to limit the number of illnesses, preserve continuity of services, maintain essential library functions, and minimize disruption of operations.

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

- Curbside pickup
- in person services including book browsing, faxing and copying services, etc.
- in person programming with safety measures
- Limited computer stations
- Library Hall bookings limited in nature and attendance at the discretion of the Board of Trustees and at the discretion of the Library Director.

## Safety Practices

Until the board votes to revoke this temporary policy (please also see Mask wearing during pandemic policy, approved on June 11, 2020), the library will require all people on the premises to abide by the following safety practices:

- Wear PPE and follow all ADA advice, including wearing recommended face masks (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. Contact may be made via the phone at (315)384-3052, via email at [noflib@ncls.org](mailto:noflib@ncls.org) or via mail at P.O. Box 530 Norfolk, NY 13667)
- The library will post signs outside the building to remind individuals to adhere to social distancing instructions. The library will put in place practices for adequate social distancing in confined areas and will develop signage and systems to restrict occupancy when social distancing cannot be maintained in such area
- Social Distancing, The library will ensure distancing rules are adhered to by reducing capacity where feasible (this includes moving public seating and computers 6-feet apart. Limiting the number of people allowed in each area (or the building) at the same time. Limiting computer use (or scheduling computers by appointment) to allow for adequate sanitation between users. Closing some areas to the public to reduce sanitation (ie, staff will retrieve materials upon request for patrons). Separating items used frequently by staff (ie, keyboards, mice, telephone handsets, writing instruments, book carts, and other commonly used office supplies))
- Increase in sanitation methods, to include Measures; add additional cleaning supplies; provide tissues to staff and in public areas; perform additional routine cleaning of high touch points; share official sources for health information with patrons; promote healthy habits; promote online services; share pandemic response procedure with staff; communicate any CDC reporting requirements, as well as encourage frequent hand washing and use of hand sanitizer and increased cleaning of work areas and high touch points.

## 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.

## Remote Meetings and Open Meetings Law

Some emergency circumstances allow for remote meetings for the purpose of conducting library business, whether in the form of a regular library board meeting or an emergency meeting. When allowed by State Executive Order, or through Open Meetings Law, the library shall endeavor to conduct business in a safe and secure environment via remote access technology (ie, Zoom or other platform) while adhering to existing or modified NYS guidelines.

## 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.