

## **THE COLD SPRING HARBOR LIBRARY PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY**

### **Purpose**

The Cold Spring Harbor Library Board of Trustees considers the health and safety of its staff and patrons to be a top priority.

### **Goals**

- Introduce requirements for PPE use for patrons
- Provide reasonable access to Library services to all community members while still protecting the staff and other patrons
- Reduce the risk of infection in, around and on library property, materials and equipment for staff and patrons
- Outline requirements for staff to wear PPE

**The Library's staff has the authority to enforce the measures set forth in this policy.**

### **Acceptable Behavior for Patrons:**

- All patrons are required to wear a mask or face covering on Library property, inside the Library's facilities and when interacting with staff and other patrons
- Masks or face coverings may be cloth or homemade so long as the covering complies with the guidance outlined in the most current NYS Governor's Executive Order
- Masks and face coverings should completely cover the mouth and nose in accordance with the guidelines issued by the Center for Disease Control (CDC)
- Patrons are not permitted to approach other patrons to comment on or question their PPE practices. Concerns regarding the practices of other patrons should be directed to staff only.
- Along with wearing PPE, the Library will enforce strict social distancing guidelines of at least 6' between all individuals on Library property
- Patrons refusing to abide by this policy will be asked to leave the premises

### **Acceptable Behavior of Staff:**

- All Library staff are required to wear a mask or face covering on Library property, inside the Library and when interacting with patrons and other staff
- Disposable masks are available to staff who forget or do not have access to a mask
- Staff may wear a suitable mask of their choosing, providing it sufficiently covers the nose and mouth and conforms with CDC guidelines
- Staff are responsible for washing fabric masks; replacing a damaged or lost mask; requesting a disposable mask from administration
- Any staff member who is found to be in violation of this policy will be asked to leave the building

The content of this policy may be amended as needed to conform to the most current NYS Governor's Executive Orders, as well as mandates from all federal, state and local government authorities.

Questions regarding this policy should be addressed to the Library Director.

This Policy will remain in place as long as New York State guidelines require.

Adopted

Date: June 1, 2020