

WEST ORANGE PUBLIC LIBRARY COVID 19 PANDEMIC POLICIES.

1. The library will comply with all Administrative and Executive Orders from the State of New Jersey.
2. The library will comply with all directives of local, county, and state health officials.
3. The following policies may change at any time without notice based upon policies 1 and 2.
4. Cloth face masks must be worn at all times over mouth and nose. Non-compliance or multiple requests for compliance will result in ejection from premises for a minimum of 1 day up to the duration of the pandemic at the Library Director's discretion. Children aged 2 and under and people with a medical condition that prohibits mask wearing are exempt.
5. Masks with exhalation valves or vents are not allowed.
6. Maintain minimum of six feet from others. This does not apply to immediate family members, caretakers, household members, or romantic partners.
7. The first hour of each day is reserved for age 65 and over and high risk populations only.
8. Entry to the building is for West Orange residents and WOPL cardholders only. WOPL card, Town ID, or State issued ID with West Orange address are required. Entry will be allowed to apply for a library card with proof of address as per the WOPL Registration Policy (<https://www.wopl.org/node/36>).
9. Temperature will be taken at the door. Adults with temperature over 100.3 will be denied entry.
10. Individuals with the following symptoms will not be allowed to enter:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore Throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
11. No children under 12 will be admitted without a parent or caretaker.
12. Books must be returned to book drops located beneath the library. Staff will not accept returns at service desk.
13. Wash hands frequently or use alcohol based disinfectant. Hand sanitizer is available for patron use. Patrons will not be permitted to fill personal containers with the library's hand sanitizer.
14. Entrance only from Gaston Street doors (Parking lot). Exit only from Mount Pleasant Avenue doors. Exceptions will be made for patrons with mobility concerns and delivery personnel.
15. Curbside and other options for library service that do not require entering the building will continue. Curbside pickup will be available via the following options: call 973-736-0198 or email ref@westorangelibrary.org or youth@westorangelibrary.org
16. Maximum building occupancy of 75 is 25% of capacity as follows: Children's room: 20; Main floor area: 30; Meeting Room: 25.
17. No computer guest passes. Library staff will assign computers to maintain cleaning between patrons and maximum distancing.
18. Limit is 2 people in the restroom at one time (except parents or caretaker with small children)
19. Tables and computer terminals will be disinfected between uses. Staff will block usage for eight minutes between uses.
20. Door knobs and high touch surfaces will be sprayed frequently throughout the day.
21. Tables are for individual use with the exception of "immediate family members, caretakers, household members, or romantic partners." Additional chairs will be provided upon request.
22. Any positive case(s) of Covid-19 among staff will require the library to close for two weeks.
23. Library will alert staff and public of positive case(s) among staff. Covid-19 positive staff member(s) name(s) will not be released.

Adopted 12.3.2020