

## **Yonkers Public Library (YPL)**

### **COVID-19 Plan for Public Service and Code of Conduct**

Yonkers Public Library (YPL) is pleased to reopen its doors to the public after the longest closure in its history. In order to maintain health and safety standards so that it can remain open, it is implementing the following plan for public service until a vaccine or more reliable treatments are available:

#### **Expectations for staff and patron health and hygiene:**

- All library staff and patrons are expected to wear face masks while in public areas. When possible, the library will try to provide patrons with a disposable mask.
- All library patrons are expected to wear gloves while using public computers. Gloves will be provided.
- Patrons are expected to practice social distancing with each other. Groups of patrons congregating closely with each other will be asked to spread out or leave.
- For everyone's health and safety, we ask that if you have a fever or are not feeling well you do not visit the library. Patrons displaying flu-like symptoms or excessive coughing or sneezing may be asked to leave.
- Despite our commitment to keeping our spaces clean and conducting operations safely, the library can not ensure an entirely virus-free environment. Patrons visit the library and any other space at their own risk.

#### **Using the library:**

- The library is enforcing reduced occupancy limits for its buildings. If the libraries have reached their limit, patrons will be asked to wait outside until visitors leave the building.
- Patrons are asked to make their visits to the library as quick as possible.
  - Computer session length will be limited to 30 minutes. Each patron is only entitled to one computer session per day.
  - Patrons that are not using a computer, reading or browsing books may be asked to leave so that other patrons can use the building. Policies against sleeping and loitering will be strictly enforced.
- Patrons are asked to maintain social distancing in all areas of the library. Chairs and computers will be temporarily removed to help facilitate this practice. Patrons are not allowed to move chairs to be closer together. Only families should sit together at reading tables in youth areas.

- Youth under the age of 13 must be accompanied by a parent, guardian or caregiver. Teens must abide by all other library policies.
- Groups of 5 or more will only be admitted if occupancy limits permit them. Camps, group daycare, and adult day services should check ahead before visiting the library. All group visitors must abide by all other library policies.
- To maintain social distance and ease of access, patrons are asked to limit personal belongings to one utility cart (24"x24") or stroller when visiting the library.
- We welcome patrons that visit to charge devices or utilize Wi-Fi, but if the library reaches occupancy you may be asked to leave. Patrons are welcome to access our wireless network outdoors.
- Study rooms and smaller areas will be closed to the public.

**Borrowing and returning materials:**

- To limit the books and library cards our staff handle we ask that patrons try to scan library card barcodes and books themselves using scanners at staffed service points. If patrons are unable to scan these items the staff will assist
- When checking out materials, please wait in line six feet apart (as indicated by carpet tape) and wait to be called.
- Please return materials into bins. The library will quarantine materials for up to 72 hours. We will automatically waive any fines incurred within 7 days of due dates. Account issues are best resolved over the phone.

**Programming and space use:**

- Due to social distancing precautions, we can only offer limited in-person programs with small attendance. Priority will be on economic development focused programs. We will continue to offer virtual programming at [www.ypl.org](http://www.ypl.org).
- All book donations and book sales are canceled until further notice.

This code of conduct is temporary, and may be revised based on changing health and safety guidelines. Unless they are specifically modified or revoked above, all other policies from the permanent Library Code of Conduct are still in effect.

Ratified by the Board of Trustees, July 16, 2020