

GUIDELINES FOR THE RE-OPENING OF NORRIDGEWOCK PUBLIC LIBRARY

- All employees and patrons must wear face coverings. Employees will not be required to wear a covering when no patrons are present. Patrons will be required to don face covering prior to entering the building. Patrons not able to comply with the face covering requirement shall be offered curbside service.
- Employees will be provided disposable gloves for the handling of in-bound materials, patrons will be offered disposable gloves for browsing. All in-bound materials will either be quarantined for 72 hours or properly disinfected using appropriate PPE
- Any library material that comes into direct contact with a patron must be quarantined for 72 hours or appropriately disinfected.
- Added sanitizer dispenser inside entrance.
- Signs to be placed near entrance and throughout the facility
 - Don't enter if you feel sick
 - Limit time to 20 minutes
 - Maintain physical distance at the library
 - Face coverings required for staff and patron safety (following the Governor's order)
- Floor markings will be placed to indicate 6-foot distancing back from circulation
- Capacity will be limited to five people, for a time limit not to exceed 20 minutes for patrons. Maximum number shall include all employees, volunteers, and patrons
- Computer Use: Two staggered stations, 20 minutes time limit—Games prohibited
- Restroom Use: Employees, volunteers only
- Curbside service will be offered indefinitely
- Children's Room will be available by appointment only
- Staff will be responsible for cleaning and disinfecting all high-touch surfaces on a regular basis throughout the day.
- Opening of doors and windows shall be the primary source of ventilation. No fans or air conditioners will be used during regular operating hours. In the event temperatures or humidity become too extreme, the library will be closed to the public in order to preserve the collection.