FULLERTON PUBLIC LIBRARY CODE OF CONDUCT

SAFE PRACTICES ADDENDUM

THE FOLLOWING ITEMS ARE ADDED TO THE LIBRARY CODE OF CONDUCT AS AN ADDENDUM AND SHALL CONTINUE INDEFINITELY UNTIL SUCH TIME AS THIS TEMPORARY POLICY IS REVOKED BY THE LIBRARY BOARD OF TRUSTEES. **THANK YOU FOR HONORING THESE MEASURES, WHICH ARE DESIGNED TO KEEP OUR COMMUNITY SAFE, WHILE ALLOWING ACCESS TO THE LIBRARY.**

THE LIBRARY OPERATES PER RELEVANT LAW, EXECUTIVE ORDERS, AND RECOMMENDATIONS OF FEDERAL, STATE, AND LOCAL HEALTH AND SAFETY AUTHORITIES. THEREFORE, THE PRACTICES IN THIS POLICY MAY BE FURTHER MODIFIED AS NEEDED TO CONFORM TO CHANGING GUIDELINES. LIBRARY STAFF CONTINUE TO CLOSELY MONITOR THE EVOLVING UNDERSTANDING OF COVID-19 BY HEALTH AND MEDICAL EXPERTS AND WILL ADAPT ITS POLICIES AND PROCEDURES AS APPROPRIATE AS NEW INFORMATION BECOMES AVAILABLE.

TEMPORARY SAFETY MEASURES

1. LIBRARY PATRONS WITH MEDICAL CONDITIONS PREVENTING THE WEARING OF MASKS WILL BE PROVIDED REASONABLE ACCOMMODATIONS FOR THE DELIVERY OF LIBRARY SERVICES VIA DIGITAL SERVICES OR CURBSIDE PICKUP THAT DO NOT ENDANGER STAFF OR OTHER PATRONS.
2. PLEASE RESPECT THE SAFETY OF STAFF AND OUR OTHER PATRONS; DO NOT ENTER THE LIBRARY IF YOU ARE SICK OR EXPERIENCING SYMPTOMS OF COVID-19, OR HAVE RECENTLY BEEN IN CONTACT WITH SOMEONE WHO HAS A CONFIRMED OR SUSPECTED CASE.
3. PATRONS THAT ARE SICK, OR HAVE A FEVER, OR ARE ACTIVELY COUGHING OR SNEEZING SHALL NOT ENTER LIBRARY BUILDINGS, EVEN IF THEY ARE WEARING A FACE COVERING.
4. FACE COVERINGS THAT COMPLETELY COVER THE MOUTH AND NOSE ARE REQUIRED WHILE IN THE LIBRARY AND WHILE USING CURBSIDE SERVICE FOR ALL PATRONS AGES 2 AND UP.
   MASKS, BANDANNAS OR SCARVES ARE ACCEPTABLE. HANDS, SHIRTS, OR OTHER CLOTHING ARE NOT ACCEPTABLE FACE COVERINGS. AT THIS TIME, NECK GAITERS, OPEN-CHIN TRIANGLE BANDANAS, AND FACE COVERINGS CONTAINING VALVES, MESH MATERIAL OR HOLES OF ANY KIND ARE NOT ACCEPTABLE FACE COVERINGS. ALL FACE COVERINGS (WHETHER DISPOSABLE OR REUSABLE) MUST:
   - BE MADE WITH AT LEAST 2 LAYERS OF BREATHABLE MATERIAL
   - FULLY COVER THE NOSE AND MOUTH AND SECURE UNDER THE CHIN
   - FIT SNUGLY BUT COMFORTABLY AGAINST THE SIDE OF THE FACE
   - BE SECURED WITH TIES OR EAR LOOPS AND ALLOW THE GUEST TO REMAIN HANDS-FREE
5. ALL VISITORS WILL PRACTICE SOCIAL DISTANCING AT ALL TIMES, ENSURING A MINIMUM OF 6 FEET DISTANCE TO ALL OTHERS. THE USE OF FACE COVERINGS IS NOT A SUBSTITUTE FOR PHYSICAL DISTANCING.

6. Library patrons must limit social interaction with library staff to essential business, research and reader services. Personal interaction with library staff will be limited to 5 minutes or less.
7. **A limited number of patrons are allowed in the building at one time**
8. Appointments are limited. Patrons are asked to schedule no more than one visit per week by appointment only.
9. **Library users will be allowed in the library a maximum of 30 minutes per visit**
10. Patrons visiting the Library are asked not to reshelve the books they touch. Instead, place them on a designated book cart or on a designated shelf. We will safely reshelve them for you in accordance with our quarantine procedures for returned materials.
11. Staff may restrict patron use of Library areas and services as required for cleaning or physical distancing.
12. Patrons are required to adhere to all signage and staff requests as related to new requirements.
13. Minors (those under age 16) must be accompanied by, and under the direct supervision of, their own parent or legal guardian at all times. exceptions can be made by the manager on duty.
14. Patrons shall return all borrowed materials via the external book return. Library materials must be returned during designated hours.
15. No group or class visits shall be permitted except those related to City or Library business. Meeting spaces are not available for use or rental except at the discretion of the Library Director.
16. The Library is following local & state regulations and guidelines. Patrons should be aware that there is some risk inherent in using shared spaces & shared materials. We cannot guarantee a perfectly safe experience.
17. For questions about this Code of Conduct, please contact the Library Director Judy Booth at 714-738-6383 or by email at judy.booth@cityoffullerton.com

We encourage you to explore our digital resources and take advantage of curbside services if you are unable to adhere to the new safety requirements listed above.

approved by the library board of trustees:
date: September 24, 2020