

COVID PROCEDURES

***Levels refer to the chart on the Indiana Department of Health COVID website (<https://www.coronavirus.in.gov/>) for individual county metrics**

Weekly 2-Metric Score

- ■ Blue (0 and .5)
- ■ Yellow (1 and 1.5)
- ■ Orange (2 and 2.5)
- ■ Red (3)

MASKS (Are provided if needed)

Under level 3.0 - Masks are optional for staff and the public.

Level 3.0 – Masks remain optional for patrons, but wearing masks is encouraged by signage —staff required to wear masks when working at public desks.

Go to just Curbside and/or Teams.

Level 3.0 has to be in place at least two weeks in a row before a decision is made, **OR** determined not enough staff available to carry out essential library functions in the building. If the library has quarantined four or more staff, then the Executive Director will strongly consider curbside service. Library hours could be affected even if less than four staff members are quarantined due to factors involved. This will be based on various factors considered.

Social Distancing

Social distancing is not required in terms of staff desks and computer desks.

Staff can't leave home due to a county, city, or town order in place due to COVID levels.

If a staff person lives in a county where a stay-at-home order is put in place by local government, whether county, city, or town, a staff person will remain at home working if possible until the order is lifted. Suppose such an order affects a certain percentage of the current staff, which affects operational procedures. In that case, the Director can adjust library hours or services such as just curbside in consultation with the board president.

Programming Room Usage

Programming Room Usage can occur in the Program Room unless we reach a Level 3.

Level 3

If at a level 3, all programming events will have to either be take-home, virtual, curbside, or canceled.

Under Level 3,

Masks are optional for all participants with no max per attendance for the event.

NOTE: The library can change the status of the event due to higher levels, staff shortage, etc., if needed per little notice.

Board of Trustees – Approved – January 19, 2022