

Spring 2020 Pandemic Reopening Rules of Conduct and Child Safety Policy

The James Prendergast Library is committed to serving its community during hard times and good. The year 2020 has brought unprecedented challenges to our nation, state, and area of service.

To continue serving our patrons during this difficult time, while placing the health and safety of our community at the forefront, the Library Board of Trustees has adopted the below Temporary Safety Practices Policy for all patrons.

The board's authority to adopt these measures is found in our charter, bylaws, New York Education Law Sections 226, and 8 NYCRR 90.2. We also consider it our duty to develop these measures to keep our services accessible at this time.

Staff at the James Prendergast Library have the authority to enforce these measures like any other of the library's rules. Concerns about this policy should be directed to the library director. Thank you for honoring these measures, which are designed to keep our community safe, while allowing access to the library.

James Prendergast Library Temporary Safety Practices

Scope of Temporary Safety Measures:

The James Prendergast Library operates per relevant law and Executive Orders, including those pertaining to mandatory workforce reductions. Therefore, the temporary practices in this Policy may be further modified as needed to conform with relevant Orders.

Safety Practices and Rules of Conduct:

Do:

- Wear a mask at all times
- Maintain a distance of 6 feet from all patrons and staff
- Follow proper sanitation procedures
 - Wash hands frequently
 - Cover mouth and nose with a tissue or elbow when coughing or sneezing
- Remain only in areas of the library that are open to the public
- Use only designated computers and furniture
- Adhere to public health and safety policies as mandated by New York State
- Follow the rules for library computer use as outlined in the Internet Use Agreement
- Wear shoes and shirts
- Keep food and beverages in designated areas

Do not:

- Use personal electronic equipment, or talk, either on the phone or in person, in a volume that causes a significant disturbance to others.

- For the adult computer lab, have more than one person at a computer terminal at a time.
- Block entrances, exits, aisles or any other space designed for customers to access the library's collections or services.
- Run, push, jump or climb.
- Leave children under age 8 unattended. The library is not responsible for unattended children. Children under age 8 must be accompanied and directly supervised by an adult, at all times, in all areas of the library and on its grounds.
- Use bicycles, skateboards, roller skates, or other sports equipment in the building or on library grounds.
- Bring pets inside the library (with the exception of service animals), except as allowed by library-approved events.
- Smoke, or use alcohol on library property. Smoking is defined as: "The combustion of any cigar, cigarette, tobacco or any similar article or any other combustible substance in any manner or in any form or the heating or ignition of an e-cigarette which creates a vapor."
- Act in ways that disrespect or threaten other library users or library staff.
- Solicit, petition or distribute material inside or outside of the library that has not been approved by the library.
- Sleep in the library or on library property.
- Commit or attempt to commit any action that is a violation of federal, state, or local laws.

ADA

In the event any safety requirement is not practicable on the basis of a disability, please contact the Library Director to explore a reasonable accommodation.

Child Safety Practices:

The Prendergast Library welcomes and encourages children to use its facilities and services. However, the Library cannot provide long or short-term care for children of any age. Parents/guardians/caregivers should remember that the Library is a public building, open to all and must use the same precautions for ensuring your child's safety as you would in any other public location. While our staff is concerned about the well-being of our patrons, the Library is not responsible for keeping your child safe from harm.

While using the library, children need to:

Do:

- Wear a mask at all times
- Maintain a distance of 6 feet from all patrons and staff
- Follow proper sanitation procedures
 - Wash hands frequently
 - Cover mouth and nose with a tissue when coughing or sneezing
- Remain only in areas of the library that are open to the public
- Use only designated computers and furniture
- Adhere to public health and safety policies as mandated by New York State
- Follow any and all directives given by library staff

The Library cannot provide supervision to ensure that children are adhering to proper social distancing and sanitary measures. Patrons under the age of 14 must be accompanied by a parent, guardian, or caregiver. Parents, guardians, or caregivers are responsible for the care, safety and behavior of children of any age. A caregiver must be at least 18 years of age and provide direct supervision of the child in their care. The Library is not responsible if children leave Library property unattended

Approved by the James Prendergast Library Board of Trustees 6/1/2020

Inappropriate or unsafe behavior:

- Inappropriate behavior by children will be noted by the staff. Inappropriate behavior includes not treating other patrons and library staff with courtesy and respect; rough play and excessive running; inappropriate use of library property; and other behaviors as per the Library's User Behavior Policy. The child and parent, guardian or caregiver, if present, will be informed that his/her behavior is inappropriate and will be asked to stop the activity.
- If inappropriate behavior continues, the child and/or parent, guardian or caregiver will be asked to leave the Library. If the child and/or parent, guardian or caregiver refuses to leave after being told to do so, the police will be called to escort them from the building.

At Library Closing Time:

- Children must be picked up before the closing time of the library.
- Unattended children will be asked to contact their parent, guardian or caregiver 30 minutes before closing time. If a parent, guardian or caregiver cannot be reached or does not arrive by closing time, the child will be placed in the care of the Jamestown Police Department.

After closing time, Library staff will leave a note on the Library door stating *"Unattended child is in the custody of the Jamestown Police, 201 East 2nd Street, Jamestown, NY 14701; Phone no. 483- 7718"* once the child is in the care of the police. The child's name will not be listed on the sign.