

## Code of Conduct during COVID-19 Pandemic Guidelines

### Guidelines

To ensure a safe environment for the public and a safe workplace for employees, volunteers, and contract workers the library will adhere to the following procedures for enforcing the code of conduct during COVID-19 pandemic.

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### Procedures

1. All staff shall actively monitor individuals correctly wearing personal protective equipment (PPE) while in the library, such as facemasks, according to guidelines from the CDC and in compliance with all state, county, and local orders.
  - A. All individuals who are not fully vaccinated for COVID-19 should wear a mask indoors (full vaccination comes 2 weeks after the final dose of the COVID-19 vaccine) unless they qualify for an exemption.
  - B. All children aged 2-11 should wear a mask unless they qualify for an exemption. The CDC and MDHHS guidelines does not recommend wearing face masks for children under age 2 and COVID-19 vaccines are FDA-approved for emergency use in children who are 12 years and older. There is no legal way for a child aged 2-11 to receive a COVID-19 vaccine.
  - C. Additional MDHHS exemptions for wearing a face mask include:
    1. Cannot medically tolerate a face mask;
    2. Are eating or drinking while seated in a designated area or at a private residence;
    3. Are receiving a medical or personal care service for which removal of the face mask is necessary;
    4. Are asked to temporarily remove a face mask for identification purposes;
    5. Are communicating with someone who is deaf, deafblind, or hard of hearing and whose ability to see the mouth is essential to communication;
    6. Are actively engaged in a public safety role, including but not limited to law enforcement, firefighters, or emergency medical personnel, and where wearing a face mask would seriously interfere in the performance of their public safety responsibilities;
    7. Are engaging in a religious service;
    8. Are giving a speech for broadcast or to an audience, provided that the audience is at least 12 feet away from the speaker;
  - D. Staff should enforce properly wearing a facemask for anyone wearing a facemask inside the library or inside a library bookmobile vehicle.

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2. Individuals not wearing PPE correctly should receive a verbal warning and the opportunity to change their behavior prior to being asked to leave the premises. If an individual or group of individuals does not respond to the request to modify behavior or a request to leave the premises, the staff can call the police to remove the individual or group of individuals, after exhausting the tiered-approach.
  - A. Staff members who notice non-compliance should address it with a tiered-approach:
    - i. First approach: the offender(s) will be informed on the correct way to behave/wear PPE according to current CDC guidelines and MDHHS rules. Provide a disposable facemask if needed.
    - ii. Second approach: if the offender(s) do not comply, staff can inform them that if they do not comply they will be asked to leave the library for the remainder of the day and use the library through alternate accommodation.
    - iii. Third approach: if the offender(s) do not comply, staff will provide a copy of the *CUS-2 Code of Conduct during COVID-19 Pandemic Policy* ask them leave the library for the remainder of the day and use the library through alternate accommodation.
  - B. It is acceptable for one staff to initiate the tiered-approach, but a second staff member to continue it. For example, a first floor staff member provides the first approach. If the offender(s) then change location in the library and a second staff member is certain the first approach has already been addressed, the second staff member can continue with the second or third approach in continuance of what the other staff member initiated.
  - C. Staff should notify managers and the library director if they had to enforce asking someone to leave the library for non-compliance with policy.
  - D. Further offenses of disruptive behavior will result in permanent suspension of library privileges.
3. Alternate accommodation may consist of one or more of the following:
  - A. Borrow materials through the drive-thru or designating an authorized user to check out materials on their behalf;
  - B. Use a computer by checking out the laptop bundled with WiFi (note one of these kits is designed to be always available for quick availability and immediate need by a patron)
  - C. Use the library's WiFi outside of the building or in the parking lot
  - D. Obtain research or account assistance by calling, emailing, or virtual-chatting with a reference desk librarian

- E. Print and copy remotely by using the library's website and calling a reference desk to ask for accommodation in picking up the document(s).
  - F. Makerspace production requests that can be fulfilled remotely.
4. Staff may direct individuals to the library director for other library accommodation requests.

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Implemented: May 20, 2021