

## **WEST NIPISSING PUBLIC LIBRARY**

### **COVID-19 GUIDELINES FOR VISITORS**

The Library has implemented the following changes and guidelines to ensure the health and safety of our patrons and the community.

#### **VISITING THE LIBRARY**

- Please do not visit the Library if you or anyone around you has had symptoms of COVID-19, or you have travelled outside of the country in the last 14 days.
- Face coverings are mandatory. Please see policy *OP-PS 20 Mandatory Use of Face Covering during a Pandemic*
- The Library does not supply face coverings.
- We encourage that visitors leave their personal belongings at home, if possible. If you must bring any personal items, we kindly ask that you do not put them down at any time. No personal items are permitted on the counter.
- No food or beverages will be allowed in the space.
- The number of visitors allowed in the Library differs from branch-to-branch, please expect delays.
- Children must remain with a parent or guardian during the duration of the visit.
- There is no access to public washrooms.
- Common area seating has been temporarily removed.
- All Genealogy and Local History/Archives are currently unavailable for browsing. If you require something specific, please contact the Library.
- Backpacks, Launchpads, Playaways & any other equipment can not be borrowed at this time.
- You will be asked to sanitize your hands upon entry.
- Ensure to read and follow signs, floor markings and direction from employees during your visit.
- Please stay 6ft. or 2m. away from others at all times.
- If you have touched any items that you do not wish to take, please put them aside in the designated area for disinfection.
- Fees & Fines: Please bring exact change, if possible. Prices can be found on our website.

#### **RETURNS**

- All items can be returned in the book drop at any time. Please place them in the designated return location. If you are unsure where is this in your branch, please ask an employee.
- All books are disinfected and quarantined for 72 hours.
- DVD's are returned to circulation after disinfection.

#### **CHECK-OUTS**

- Curbside pick-up option is still available and encouraged.
- New procedures for check-out in the Library:
  1. Wait for the staff member to greet you at the counter before approaching and setting down your books. If there is already someone at the counter, stay 6ft. away.
  2. Stand in the designated spot behind the Plexiglass.

3. Present your card out of any wallet or holder, in front of the glass for the employee to scan.
4. Place your items on the counter. Please do not place any personal items on the counter or surfaces.
5. The employee will let you know when your items are ready. If you wish to receive a plastic bag, ask the employee and they will pack the items for you. If you wish to use a reusable bag, we ask that you pack your items yourself.
6. Once the transaction is complete, the employee will disinfect the counter and surfaces before accepting another patron. All visitors are asked to leave the space right after the transaction to allow others to enter.

### **COMPUTER ACCESS / COPYING, FAXING & SCANNING**

- Computer access will be limited to 30 minutes per day, per patron and will be by appointment only.
- Only one person will be allowed at the terminal during this time.
- The number of computers available are limited.
- All copying, faxing & scanning jobs will be performed by an employee.
- No headphones will be provided or permitted at this time.
- Copying, faxing and scanning can be performed “curbside”. Please call your local branch for more information.

Thank you for your patience during this time.