

Adams County Public Library
COVID-19 Visitor Health and Safety Protocols

Adams County Public Library (ACPL) will reopen for limited appointments on August 31st, 2020. Reopening will continue to be phased, with limited hours at first. ACPL will keep visitors updated as it continues to increase operations. To ensure the safety of our visitors and employees, the following safety protocols will remain in effect until further notice. **Visitors who do not comply with these protocols may be asked to leave the library and will risk loss of library privileges.**

Assumption of Risk

Although we regularly sanitize our sites and presently are using enhanced cleaning methods and enforcing social distancing in our sites, you understand that you may be exposed to the coronavirus (including COVID-19) or its symptoms through no fault of our own.

By entering an ACPL site, you understand and agree to accept all risks, including the potential risk of exposure to respiratory illnesses, such as the coronavirus (COVID-19), associated with using library space and equipment and/or interacting with, or being exposed to, library employees and other visitors.

Stay Informed

Visitors are encouraged to consult with their healthcare provider and frequently visit the Centers for Disease Control and Prevention (CDC) at www.CDC.gov/coronavirus and Ohio Department of Health (ODOH) at www.coronavirus.ohio.gov for up-to-date information about general health and safety guidelines for COVID-19. At all times, visitors should follow their own healthcare provider's guidance on whether to visit the library and follow all applicable governmental health and safety orders, rules, regulations, and recommendations when visiting the library.

Limited Operations

ACPL will reopen with the following limited operating hours until further notice:

Manchester

Monday - Appointments 3:00 pm – 7:00 pm
Tuesday - Curbside 11:00 am - 5:00 pm
Wednesday - Curbside 11:00 am - 5:00 pm
Thursday - Curbside 3:00 pm - 7:00 pm
Friday - Curbside 1:00 pm - 5:00 pm
Saturday - Closed
Sunday - Closed

North Adams

Monday - Curbside 11:00 am - 5:00 pm
Tuesday - Appointments 3:00 pm – 7:00 pm
Wednesday - Curbside 11:00 am - 5:00 pm
Thursday - Curbside 11:00 am - 5:00 pm
Friday - Curbside 1:00 pm - 5:00 pm
Saturday - Closed
Sunday - Closed

Peebles

Monday - Curbside 11:00 am - 5:00 pm
Tuesday - Curbside 11:00 am - 5:00 pm
Wednesday - Appointments 3:00 pm – 7:00 pm
Thursday - Curbside 11:00 am - 5:00 pm
Friday - Curbside 1:00 pm - 5:00 pm
Saturday - Closed
Sunday - Closed

West Union

Monday - Curbside 3:00 pm – 7:00 pm
Tuesday - Curbside 11:00 am - 5:00 pm
Wednesday - Curbside 11:00 am - 5:00 pm
Thursday - Appointments 3:00 pm - 7:00 pm
Friday - Curbside 1:00 pm - 5:00 pm
Saturday - Closed
Sunday - Closed

Visitor with Symptoms or Exposure

According to the CDC, the following symptoms are associated with COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Note that this list of symptoms is not exhaustive and new symptoms may be included from time to time based on CDC guidance. Visit www.CDC.gov/coronavirus or www.coronavirus.ohio.gov for an updated list of symptoms.

- **If you are experiencing symptoms**, do not visit the library.
- **If you have a confirmed diagnosis**, do not visit the library until cleared by your healthcare provider. If you've visited the library within the 14 days prior to a confirmed diagnosis, please contact Nick Slone (sloneni@adamscolibrary.org) to help ACPL ensure the health and safety of its employees and visitors.
- **If you begin to experience symptoms while at the library**, contact an ACPL staff member immediately. Visitors experiencing symptoms at the library will be isolated and sent home.
- **If you are exposed to someone with a confirmed diagnosis**, do not visit the library for 14 days from the last date of exposure to confirmed or suspected COVID-19. If you've visited the library within the 14 days prior to a confirmed exposure, please contact Nick Slone (sloneni@adamscolibrary.org) to help ACPL ensure the health and safety of its employees and visitors.

By visiting an ACPL site, visitors are certifying that they have self-screened themselves for a fever (100.4° or more) and are fever free.

To the extent an employee or visitor to the library has a confirmed COVID-19 diagnosis or exposure, ACPL will report that diagnosis, anonymously, to visitors to permit them to consult their healthcare provider about any additional precautionary measures.

Face Coverings

The CDC and the ODOH recommend face coverings when in public as safety precaution against COVID-19. **Face coverings are required for visitors. Visitors who visit the library without a mask may be asked to leave.** Consult the ODOH or the CDC for additional information about face coverings.

Individuals under the age of 16 must be accompanied by a parent or guardian at all times while visiting the library. Individuals aged 2 to 18 years must wear face coverings at all times.

Protecting Yourself and Others at the Library

The following are required best practices for protecting yourself and others in our library during this time:

- Do not come to the library if you have a fever or are showing symptoms of COVID-19.
- Avoid contact with people who are sick or showing symptoms of COVID-19, both in and outside of the library.
- Wash your hands frequently with soap and water for 20 seconds or longer, especially upon entering the library, after using the restroom, after you've been in a public place or common area, and after blowing your nose, coughing, or sneezing. (As a guide, it takes about 20 seconds to sing the ABCs to yourself.) Then dry your hands well with a clean towel or air dry them.
- Use hand sanitizer if you cannot wash your hands. The hand sanitizer should contain 60% alcohol to be most effective. Be sure to cover the entire surface of your hand and continue to rub your hands together until they are dry. Hand sanitizer will be made available throughout the library to encourage hand hygiene.
- Avoid touching your face (eyes, nose, and mouth) with unwashed hands or after touching surfaces.
- Avoid contact with other individuals, including handshaking, hugging, or other physical contact.
- Avoid touching high-touch surfaces in public places like door handles, files and paper products, office supplies, shared electronic devices, library equipment, etc. If you cannot avoid touching high-touch surfaces, wash or sanitize your hands immediately afterward.
- Avoid sharing of equipment, electronic devices, phones, office supplies, or any other objects frequently touched by others until it has been properly sanitized.
- When you sneeze or cough, cover your mouth and nose with a tissue or cough or sneeze into your elbow. Be sure to immediately dispose of any tissues or paper products into which you cough or sneeze. Wash your hands, or use hand sanitizer where soap and water aren't available, after coughing or sneezing.
- Get adequate sleep and eat well-balanced meals.
- Practice good hygiene habits.

Social Distancing

Social distancing helps you avoid close contact with others by maintaining a minimum distance of six feet from others when possible. Remember, individuals without symptoms may still be infected and able to spread the virus. At all times, maintain six feet of space from any individual at the library where possible, including in common areas, in the parking lot, and when using equipment.

ACPL has taken the following steps to encourage social distancing in the library:

- **Building Entry and Exit:** Social distancing must be followed when entering or exiting the building. Where possible, ACPL will place markers on the floor indicating the space required between employees in those areas.
- **Parking Areas:** The parking area/lot will be open during this time, but visitors and employees must maintain social distancing and follow applicable face covering requirements when entering and exiting their vehicles.
- **Computers and Shared Equipment:** Computers and shared equipment will be made physically distant and limited to ensure social distancing.
- **Common Areas:** Practice social distancing at all times in all common areas, including but not limited to the entryway, lobby or waiting areas, while using equipment, restrooms, etc.

Keeping the Library Clean and Safe

To further guard against the spread of COVID-19, which according to the CDC may remain viable for hours to days on surfaces made from a variety of materials, ACPL has instituted increased ODOH- and CDC-recommended cleaning and disinfecting practices to help reduce the risk. This includes, without limitation, frequent disinfection of surfaces and objects touched by multiple people, shared equipment, restrooms, common areas, and areas open to the public.

ACPL will undertake additional cleaning and disinfection practices in the event of a confirmed COVID-19 diagnosis or exposure in the library.

When using shared equipment, e.g., computer terminals, copy machines, and printers, visitors must clean and disinfect that equipment before and after using disposable cleaning supplies provided by the ACPL throughout the library.

Modifications and Updates

ACPL follows all required governmental health and safety practices. These policies may be updated from time-to-time based on new or amended governmental guidance.