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## PERSONAL PROTECTIVE EQUIPMENT PROCEDURE

### Purpose

The Avon Free Library Board of Trustees is empowered to take the steps necessary to serve the community under its mission with the health and safety of the library staff and patrons as the top priority. Therefore, the Board of Trustees has adopted this Personal Protective Equipment (PPE) Procedure.

The primary goals of The Avon Free Library's Personal Protective Equipment Procedure are to:

- Introduce guidelines for PPE use for patrons wishing to use the library's services
- Provide reasonable access to library services to all community members while still protecting the library's staff and other patrons
- Reduce the risk of infection in, around, and on library facilities, materials, and equipment for library staff and patrons

The Avon Free Library staff has the authority to enforce these measures like any other of the library's policies and procedures.

### Acceptable Behavior

- All individuals are required to wear a mask or face covering on library property, inside the library's facilities, and when interacting with library staff and other patrons.
- Individuals who cannot medically tolerate the wearing of a mask or face covering are asked to contact the library before visiting so reasonable accommodation(s) for services can be made.
- Masks or face coverings may be cloth or homemade so long as they comply with the guidance outlined in Executive Order 202.17 or future executive guidance.
- Masks or face coverings should completely cover the mouth and nose in accordance with guidelines issued by the Center for Disease Control (CDC).
- Patrons are not permitted to approach other patrons to comment on or question their PPE practices. Concerns regarding the practices of other patrons should be directed to the library staff only.

- Along with wearing PPE, the library will enforce strict social distancing guidelines of at least 6 feet between all individuals on library property.
- Patrons refusing to abide by this procedure will be subject to the corrective action steps, including possible banning, as outlined in the library's Code of Conduct.

### **Authority & Evaluation**

This procedure and related procedures will be enforced under all current and future New York State Executive Orders, including those pertaining to PPE, workforce and occupancy reductions, and social distancing guidelines. The practices in this procedure may be modified as needed to conform with such Executive Orders, as well as mandates from the CDC, Occupational Safety and Health Administration (OSHA), and local government agencies.

Questions or concerns regarding this procedure should be brought to the library Director.

This procedure will remain in effect until the Board of Trustees votes to remove or revise it.

ADOPTED by the Avon Free Library Board of Trustees – May 26, 2020

Transitioned from Policy to Procedure by Board of Directors – February 22, 2021