

Curbside Service

The library will be continuing to provide curbside service for those patrons who do not feel comfortable coming inside the building or for those who cannot or choose not to wear a mask. In addition to checking out books and DVDs through this service, patrons can also have papers printed, copied, or faxed curbside.

If you want to copy, print, or fax:

- ◆ For copies and faxes, bring your papers to the curbside table along with payment. A staff member will come out to pick them up and will return with your copies, fax receipt, and any change if necessary.
- ◆ For printing, call the branch to let staff know what needs to be printed. Staff will contact you when your papers are ready to coordinate pickup. Once you arrive at the branch, call to let staff know you are there. A staff member will place your papers on the curbside area.

If you want to request books or other library materials:

- ◆ Place your requests over the phone or with your online account.
- ◆ Staff will call to let you know when your materials are ready for pickup.
- ◆ Once you arrive at the library branch, remain inside your car and **call to let staff know you're there.**
- ◆ A staff member will place your items on the curbside area for you to retrieve.

Source

These safety measures are adapted from the Caroline County Library Infectious Disease Prevention and Response Plan. A copy of the full plan is on file at every library branch and with County Administration.



Caroline County Library

A DEPARTMENT OF
CAROLINE COUNTY
GOVERNMENT

Bowling Green Branch
17202 Richmond Turnpike
Milford, VA 22514
804-633-5455

Dawn Branch: 804-632-8341
Ladysmith Branch: 804-448-0357
Port Royal Branch: 804-742-5254
www.carolinelibrary.org

CAROLINE COUNTY
LIBRARY

COVID-19 Safety Measures for Reopening the Library

REOPENING GUIDELINES

Thank you for visiting the
Caroline County Library!

As we reopen our library buildings to the public, we want to make sure that we are able to keep all of patrons and staff members safe. To that end, the following safety measures have been put in place. They will remain in effect until further notice.

Face Masks

In accordance with County policy **and the Governor's Executive order 63**, as amended on November 13, 2020, all library patrons aged 5 years or older are required to wear a mask or other facial covering when inside library buildings. This must be worn at all times and it must cover both your nose and mouth. Vaccination status does not affect this requirement. Any patrons who cannot or choose not to wear a mask will need to use our curbside service or make special arrangements to use a computer inside our computer lab.

All staff members are required to wear a mask when at work. Staff members may wear a face shield without a mask when speaking to patrons who are deaf or hard of hearing. Library staff have the right to refuse to assist patrons not wearing masks when they cannot be separated by Plexiglas.

Social Distancing

Several physical distancing measures have been put in place throughout library branches to help maintain at least six (6) feet of space between patrons.

- ◆ Plexiglas has been installed at circulation desks as a secondary protection measure for both patrons and staff. Patrons should not lean around this Plexiglas to speak to staff.
- ◆ Floor markers have been installed at circulation desks to space out patrons waiting in line.
- ◆ Tables and chairs have been relocated to maintain distancing. We ask that patrons observe all posted signage and do not move any library furniture.
- ◆ At times of high demand, the library may institute limits on the number of patrons allowed inside at one time and/or the amount of time patrons are allowed to be in the library.

Computer Labs

The number of computer stations available at each Caroline County Library branch has been reduced to ensure that six (6) feet of space is between each station. Each station, including the keyboard and mouse, will be wiped down between uses. In order to guarantee computer availability, patrons should call ahead to the branch to schedule an appointment. Time limits or restrictions on the number of appointments that can be made may be enforced during periods of high demand.

Other Important Notices

Please be aware of these other safety measures as we reopen the library:

- ◆ All items being returned must be dropped off in our outside book drops. No items will be accepted at circulation desks to prevent any potential cross-contamination of items.
- ◆ At this time, no donations are being accepted. Donations left in book drops or outside library buildings will be discarded.
- ◆ The Genealogy and H.R. Collins rooms at the Bowling Green branch are closed at this time. Both rooms have poor ventilation and contain materials that cannot be disinfected.
- ◆ Meeting rooms are currently unavailable. These rooms are being used to house extra furniture and quarantined materials.
- ◆ All returned items are held in quarantine for three (3) days before being handled and disinfected by staff. No overdue fines are charged for those days the items are in quarantine.
- ◆ No in-person programs, including story time, are being held at this time. We hope to introduce some outdoor programs this summer.