

# **Farnsworth Public Library Reopening Plan Phase 1**

## **Valid from June 1, 2020 to June 23, 2020**

**Farnsworth Public Library will be open to the public Monday-Thursday, 9am-6pm.**

**Curbside pickup will also be available by appointment, Monday-Thursday, 9am-6pm.**

When possible, we strongly encourage patrons to use curbside pickup and our outdoor drop boxes rather than entering the building. Call 920-834-7730, email [oco@ocontolibrary.org](mailto:oco@ocontolibrary.org), or visit [www.ocontolibrary.org/pickup](http://www.ocontolibrary.org/pickup) to schedule or enquire about curbside pickup.

**The following rules and limitations will apply to all patrons entering the library:**

**\*Wearing masks and following social distancing protocols are required.**

**\*Using hand sanitizer when entering the building is required.**

\*A limit of 30 people, not including staff, will be allowed in the building at one time.

\*Patrons are asked to limit their time inside the building as much as possible. Loitering inside the building or near the entrances is prohibited.

\*We request that patrons browse for items with a basket or bag in hand, and to put any items they touch into the basket or bag. When patrons are ready to check out, all unwanted items will be set aside for a quarantine period.

\*Group visits, family groups larger than three persons, and gatherings or meetings of any kind are prohibited.

\*Anyone feeling sick and/or displaying symptoms of illness should not use the library. The library reserves the right to refuse service to anyone displaying symptoms of illness.

**Our bathrooms are closed to the public except for medical emergencies.**

Restrooms will need to be cleaned after every use, and we do not have a full-time custodian on site.

**Computers will be available on a limited basis. Appointments are strongly encouraged!**

\*A one hour time limit will be enforced.

\*Appointments for computer use are strongly encouraged, and can be made by calling the library at 920-834-7730. Patrons will be allowed to have one appointment scheduled at a time.

\*Walk-in computer use is allowed, but we cannot ensure availability. Appointments for computer use will take precedence over walk-ins. Patrons will not be allowed to loiter inside the building or near library entrances while waiting for an available computer.

\*Staff may provide computer assistance, within the limits of social distancing, proper sanitation, and personal comfort levels. Staff may refuse to provide assistance on computers or personal devices.

**Use the library at your own risk.**

By patrons voluntarily using the library, the library board views this as an acknowledgment, on their part, of the contagious nature of COVID-19, or any illness, and that patrons voluntarily assume the risk that they and/or their family may be exposed to or infected by COVID-19, or any illness, by utilizing the library. Patrons need to understand that the risk of becoming exposed to or infected by COVID-19, or any illness, at the library is real. The library is taking precautions to help prevent any exposure or infection, but can not be held liable if it should happen. This plan may change without notice if new recommendations or requirements cause us to reevaluate and revise our procedures and plan. The public shall be notified as soon as possible of any such changes.