

COVID-19 Statement Effective 11/15/2020

The health and well-being of our staff and patrons are our top priority at the library. Because of this we are following health authorities' guidelines for keeping patrons and staff safe during the current health emergency. Some immediate steps we have taken include:

- Asking employees to do self-assessments on their physical health and not to enter the building if exhibiting any COVID-19 symptoms not attributed to an allergy or other known condition.
- Implementing a returned materials quarantine based upon current best practices.
- Employing enhanced cleaning and disinfecting protocols for the workplace, including regularly cleaning high-touch surfaces
- Enhancing the ability of employees, patrons, and visitors to wash hands or take other personal hygiene measures such as use of hand sanitizer;
- Complying with social distancing requirements established by the CDC, including maintaining 6-foot social distancing whenever possible
- Mandating face coverings for anyone in the building in accordance with Indiana state laws and executive orders.

While the library is open for patrons to enter, advanced ordering options are highly encouraged. This includes online reservations through our catalog, telephone requests, and customized recommendations based upon patron genres. Advanced ordering allows for a contactless delivery and limits staff exposure to the public.

Patrons are encouraged to use our online mobile printing service as well. Using our app "PrinterOn" or by uploading files through the library's website can be done from home and prints will be ready to pick up at the library. Not only is it the most convenient option, it allows for patrons to not have to touch common surfaces such as public computers and limit their time in the building.

Due to the limited number of public computers users are encouraged to make reservations.

No-contact delivery of services including materials or document services also remain available at this time. Doorside service will remain available throughout the health emergency and after—hours lockers are also available for no contact service. As our homebound program grows, delivery service may also be available.

Serving the community by providing informational and recreational opportunities in a relaxed, friendly atmosphere.