

TEMPORARY CODE OF CONDUCT POLICY ADDENDUM
DUE TO THE COVID-19 PANDEMIC
Adopted on May 28, 2020 by the WCDPL Board of Trustees

The following items are added to the Library Code to Conduct as an addendum and shall sunset on December 31, 2020, unless otherwise extended or suspended by the Board of Trustees.

1. Library patrons, age three and older, must wear a face covering at all times while in the buildings.
 - a. For those unable or unwilling to wear a face covering, reasonable accommodations will include delivery of CORE library services (checkout of materials and reference service) via telephone, fax, digital services, curbside pickup, and no-contact delivery within defined service areas.
2. Patrons that are sick, have a fever or new onset cough (non-allergy), or have had symptoms of respiratory infection in the past 7 days should not enter the buildings, even if wearing a face covering.
3. All visitors will practice social distancing at all times, ensuring a minimum of six feet distance to all others.
4. While in library buildings, patrons shall practice good hand hygiene by properly washing hands or using hand sanitizer.
5. Facilities will observe occupancy limits of no more than 25% of the Fire Code Capacity for each building:

Bowling Green	-	63 people (including staff)
Walbridge	-	19 people (including staff)
6. Minors (those under age 14) must be accompanied by, and under the direct supervision of, an adult (18 years of age or older) at all times.
7. There will be no loitering on any library property at any time.
8. Patrons visiting the buildings may do so for no longer than one 30-minute visit per day.
9. Patron use of library computers shall be:
 - a. Limited to 30-minutes per day.
 - b. Limited to essential business/research use. No games, social media, etc. permitted.
 - c. Managed by prior scheduled reservations, with enough time for cleaning and disinfection between each patron.
10. Patrons shall return all borrowed materials via the external book returns.
11. No groups/family units in excess of four people or class visits shall be permitted.

For questions or concerns as to the Temporary Code of Conduct, please contact the Library Director at 419-352-5104.