

Reopening Guidelines: Safety protocols included in Curbside Service (already approved) also apply to Reopening. This document is also informed by guidance from [the California State Library Guidelines on Reopening](#).

1. Libraries will continue to provide Curbside Service, where feasible, to allow patrons options to get books and other materials without having to go indoors.
2. Patrons enter the library by appointment and/or on a first come first served basis not to exceed the stated tiered capacity or ability for household groups to maintain six feet of distance indoors, whichever is fewer. Individual libraries may establish lower occupancy limits if desired.
3. Libraries may establish time limits for patrons using the library to ensure traffic flow. Libraries may remove furniture to discourage lingering in the building while also providing ADA accommodations.
4. Ensure patrons remain a minimum of six feet from staff during the checkout process by installing partitions, barriers or by other means; or install protective plexiglass screens if keeping a six-foot distance is not possible, except as necessary to accept payment. Libraries may choose to maximize the use of self-check machines and self-serve where possible.
5. Consider providing dedicated in-library visit hours for people at higher risk of severe illness from COVID-19.
6. Assign Personnel that is always on-site to monitor library capacity. The person assigned must ask patrons to queue at six-foot distances at the door if the capacity of the library is reached.
7. Patrons and staff must sanitize hands or use gloves before handling any library materials including holds. Libraries are encouraged to provide hand sanitizer and/or gloves if possible.
8. Libraries will remove toys, puzzles, and other similar items.
9. Apply floor decals in queuing areas to establish safe waiting distance.
10. Establish one-way traffic flow through aisles in cases where patrons cannot maintain six feet of distance while passing.
11. Create a single entrance and single exit where possible.
12. Handle returns based on the latest industry guidance available. Consider extending the deadline for returns or exchanges of items to help patrons postpone repeat trips or until a safer time.
13. Disinfect between shifts or uses, whichever is more frequent, public use equipment (e.g. computers, copiers) with a cleaner appropriate for the surface.