

APPOINTMENT ONLY OPENING

STARTING TUESDAY, JULY 21st

FOR PATRONS:

- Library will be open 10 AM– 12PM and 2-5 PM Tuesdays through Fridays and Saturdays 10-1 for appointment only. Appointments can be made by telephoning or emailing the library. If emailing, patrons must wait for confirmation of appointment. No one will be allowed in the Library without an appointment except for delivery driver or Kensington officials.
- Appointments will be made on the half hour. Patrons will be allowed in the library for 15 minutes in limited numbers. After the patron (s) leave, the staff will clean surfaces that have been used before the next appointment. At the end of the 15 minutes, patrons will be asked to check out at the main circulation desk which is equipped with a plexiglass shield.
- Between 12 and 2, staff will thoroughly clean the library.
- Patrons will be advised to stay home if feeling ill or if they are experiencing symptoms that are consistent with COVID-19.
- Patrons over the age of 3 will be advised to wear masks and either use hand sanitizer or gloves upon arriving, both of which will be provided. If a patron doesn't have a mask, they will be given one. Receptacles for used items will be available on both floors.
- Patrons will be asked to follow social distancing guidelines while in the Library for the safety of other patrons and staff.
- No meeting rooms will be available during this period.
- Curbside service will still be an option for those who don't want to come inside the building.
- During this phase, all patrons under the age of 12 must be accompanied by a chaperone (who is over the age of 18) at all times while in the library. Items like toys, puzzles and games will not be available, and chaperones will be asked to limit the number of books that children handle while inside the library. Chaperones are strongly encouraged to

consider whether children under 12 are able to practice social distancing and other precautionary measures that are required during this phase. If not, we ask that children under 12 refrain from visiting the library until future phases of the library's reopening process.

- Patrons are discouraged from using the restrooms, however in the case of an emergency the children's room bathroom will be available.
- Computer use will also be limited to 15 minutes and all restrictions above apply to those using the computers.
- Stack room/teen room will be limited to one person at a time.

MATERIALS:

- Books, DVDs and magazines will be quarantined for 72 hours after being returned by patrons. They will then be checked in and shelved by staff. (If research changes this 72 hr. recommendation, this will affect our quarantining guidelines.)
- If a patron picks up a book or DVD that they are not checking out, they will be instructed to place it on a cart for surface cleaning.
- All returns should be placed in the drop box, not on the circulation desk.