



NEW CASTLE • HENRY COUNTY

PUBLIC LIBRARY

Health and Safety Reopening Procedures

The health and safety of NCHCPL staff and patrons is a top priority. NCHCPL will phase in library services in order to ensure adherence to federal, state and local public health recommendations. To protect the health of library staff and our patrons, while continuing to provide library services, the following guidelines will be followed:

- Contactless service will be offered to the public including curbside service, contactless delivery and online and phone reference.
- NCHCPL will make changes in our spaces and procedures to encourage social distancing between patrons.
- Onsite programming and meeting room usage will be adjusted or suspended based on social distancing recommendations and rate of community spread.
- Computer usage will be limited based on social distancing recommendations. All stations will be sanitized between uses.
- Follow recommended guidance from CDC for maintaining low risk of COVID-19 transmission including:
 - Daily employee self-screening for COVID-19 symptoms
 - Cleaning and disinfecting protocols
 - Increased disinfection of high-touch areas
 - Cleaning supplies including CDC approved disinfectants readily available in all departments
 - Hand sanitizer and access to hand washing stations are available throughout the library
 - Staff should frequently and thoroughly wash and sanitize hands. NCHCPL will provide soap, water, and hand sanitizer.
 - Staff and patrons should maintain the suggested social distancing recommendations
 - All staff are required to wear masks or cloth face coverings in public spaces
 - The library highly recommends that patrons wear face coverings while in the library

Employees are encouraged to contact Administration with questions and concerns.

Updated April 19, 2021