Ada Public Library

Reopening Manual

August 2020

Addendum

Beginning August 14, 2020, the Ada Public Library will begin offering limited access to the general public as well as limited computer access. This shall be done on an appointment only basis, and times will be limited to 30 minutes. Please read the information below and call 419-634-5246 with any questions.

Curbside service began on June 1, 2020. This has been well received by the community and shall continue for the foreseeable future. We know many are anxious to come into the library and browse the collection for themselves or use the computers and we look forward to welcoming patrons back inside. With that in mind, we are hopeful that we can follow guidelines that prioritize safety while providing access to the building.

Reopening Procedures:

- If you are symptomatic: cough, shortness of breath, fever, chills, muscle pain, sore throat or new loss of taste or smell, please come back another time when you are feeling better.
- We have put in place measures to comply with the Governor’s Responsible ReStart Ohio Plan. We expect all staff and community members to stay at least 6 feet apart. Staff and patrons are required to wear face coverings inside the library.
- All children under the age of 12 must have an adult with them inside the library. This differs from the unattended child policy and is in effect until revoked.
- No more than 10 patrons may be inside at any given time.
- Increased cleaning protocols following all recommended CDC/State of Ohio guidelines including a 72 hour quarantine of library materials and enhanced sanitizing protocol will be followed.
- Limit your time in the library to 30 minutes.
- While browsing the collection, please do not put items back on the shelves, but place them on carts located around the library or place in the inside book return. Items will be placed in a 72 hour quarantine before being shelved.
- Computer use is limited to 30 minutes per day and one person per computer.
- Enhanced sanitizing/disinfecting protocol after each patron use of a computer, to include: keyboard, mouse, desk, chair, monitor
- Patrons must practice social distancing of six feet while in the library. Some sections of the library and aisles shall be limited to one or two people at a time. Please follow all signs.
- Returned items will be quarantined for a minimum of 72 hours, and items will still be listed as checked out during that time. NO late fines shall accrue.
- All toys and legos have been put away.
- The meeting room is currently closed to the public.
- Hand sanitizer is available upon entry and is located around the library. Hand washing is strongly encouraged.
Curbside Service:

- Library staff will handle online and phone requests for ALL materials including magazines, DVDs, CDs, and video games in addition to book requests.
- Patrons are encouraged to call in to request a book(s) even if unsure of exactly what they want. We will be happy to make recommendations.
- Curbside service will continue for the foreseeable future, and be available for any who choose not to enter the library.
- Items will be placed in the backseat, trunk, or passenger seat by a staff member who shall be wearing a mask and following all safety protocols.
- All items are returned through the outdoor book return. Staff may not take items from vehicles.

All library staff are required to:

- Perform a daily symptoms assessment before coming to the building
- Wear a mask
- Wash hands frequently and use hand sanitizer
- Maintain an appropriate distance of at least six feet when possible

In the Event of a Positive Test/Exposure to COVID-19

- The library shall contact the Hardin Co. Health Dept. immediately and follow all recommendations and safety measures.