

Delaware Division of Libraries Guidelines
Adopted by the Council On Libraries, August 6, 2020,
subject to change in accordance with state modifications for Phase III

Governor Carney's State of Emergency Executive Orders and Guidelines provide the starting point for Division of Libraries Guidelines for Libraries (governor.delaware.gov/health-soe/)

Libraries are addressed in the section labeled *Arts and Culture, Museums, Galleries, and Historical Attractions* which includes the following specific guidelines for Workplace Activity; Gathering/Audience Size; and Physical Distancing.

Application of this guidance to libraries is reviewed and discussed in collaboration among the Delaware Division of Libraries (DDL), DE library directors/managers, Delaware Library Consortium (DLC) members, and the Council On Libraries (COL). The discussions evolve as the guidance and situation changes and are not to be considered health or legal advice. Individual libraries are asked to provide updates on their plans for sharing with other Consortium members.

In alignment with their local governance, libraries are expected to adhere to the guidance provided in this section, and follow the general guidelines. Libraries shall continually monitor changes to the Executive Orders and local conditions to gauge whether to proceed or revert to an appropriate level of in-person service.

To resume in-person services, each library must have sufficient staffing levels, personal protective equipment (masks and plastic gloves) and cleaning supplies (disinfectant, hand sanitizers) to meet requirements.

Libraries shall comply with the State's guidelines for contact tracing.

Workplace Activity:

- Adjust workplace hours and shifts to minimize contact across employees and reduce congestion at entry points. **Staff who had close contacts with infected individuals should telework until safe per DPH guidance.**
- Install physical barriers such as sneeze guards and partitions, and change layout of workspaces to reduce employees' exposure to patrons and other staff members.
- Limit visitors and service providers on site; shipping and deliveries completed in a designated area.

Gathering/Audience Size

- In-person operation is allowable under strict social-distancing restrictions, increased cleaning regimen.

Physical Distancing:

- Patrons, volunteers, and staff must wear cloth face coverings in accordance with the State of Emergency Order.
- Face coverings and physical distancing guidelines apply to indoor and outdoor spaces.
- Library visits may require reservations online or by phone.
- Install physical barriers, such as sneeze guards and partitions, and change layout of workspaces to reduce exposure.
- Contactless payment should be maximized; disinfect between transactions and comply with other recommendations.
- No-touch entry (e.g. prop doors open or assign staff or volunteers to hold doors open for patrons) should be maximized.
- Patron queues must maintain a 6 feet distance between individual household units.
- Limit up to 60% of fire occupancy requirements (excluding staff).
- Maintain signage and markings to remind and help individuals stand at least 6 feet apart when in common areas.
- Always limit the number of people in a confined area to enable adequate distancing.
- Locations offering library functions shall follow Division of Libraries guidelines.

In addition to these guidelines, the Division of Libraries has "industry" specific requirements related to the circulation of library materials and provision of online resources and Internet access to library patrons. Guidelines for those are:

- Using the IMLS REALM research study (oc.lc/realm-project) regarding handling of library materials, library materials are quarantined for 3 days/72 hours before returning them to use. The quarantine may be modified based on the results of the research when complete.
- Where possible, services should be moved outside or provided virtually. An immediate COVID19 response was to expand library services online (delawarelibraries.org) and provide wireless access to patrons in library parking lots. Additionally, as of July 2020, all DE public libraries are providing Curbside Checkout to patrons who walk or drive to the library.