



Personal Protective Equipment Policy

1. Purpose

The Geneva Public Library (“the Library”) Board of Trustees (“the Board”) is empowered to take the steps necessary to serve the community under its mission with the health and safety of Library employees, patrons, volunteers, and contractors as the top priority. Therefore, the Board has adopted this policy in times of pandemic illness.

The primary goals of the Personal Protective Equipment Policy are to:

- Introduce guidelines for PPE use for patrons wishing to use the Library’s services.
- Provide reasonable access to Library services to all community members while still protecting the Library’s employees and other patrons.
- Reduce the risk of infection in, around, and on Library facilities, materials, and equipment for Library employees and patrons.

The Director and employees, under the authority of the Board, will carry out this procedure to comply with current public health regulations and ensure a safe workplace.

For the purpose of this policy, “PPE” refers specifically to masks and cloth face coverings consistent with CDC guidelines and all [New York State Executive Orders](#), including [Executive Order 202.17](#).

Along with wearing PPE, the Library will enforce all state mandated social distancing guidelines.

2. Acceptable Behavior

The following list of acceptable behaviors is superseded by all more stringent applicable federal, state, and local laws as well as guidelines issued by the [Ontario County Department of Public Health](#).

- All patrons aged two or older are required to wear a mask or face covering inside the Library's facilities, regardless of vaccination status.
- Library employees, volunteers, and contractors are required to wear a mask when interacting with patrons, other employees, and volunteers, or in any instance when they are unable to maintain six feet of distance from other individuals.
- Individuals who cannot medically tolerate the wearing of a mask or face covering are asked to contact the Library before visiting so reasonable accommodation(s) for services can be made.
- Patrons are not permitted to approach other patrons to comment on or question their PPE practices. Concerns regarding the practices of other patrons should be directed to Library employees only.
- The Library will not tolerate discriminatory actions or harassment of any individuals because of their decisions regarding wearing masks or their vaccination status.
- Patrons refusing to abide by this policy will be subject to corrective action steps as outlined in the Library's [Safety Policy](#).
- The Library maintains the right to require masks for outside agencies that are using Library meeting spaces.
 - Outside agencies may require more stringent PPE protocols for their attendees provided the Library is not responsible for the enforcement of those protocols.

2.1 Mask or Face Covering Guidelines

- Masks or face coverings may be cloth or homemade so long as they comply with guidelines issued by the [Center for Disease Control \(CDC\)](#).
- Masks or face coverings should completely cover the mouth and nose in accordance with guidelines issued by the Center for Disease Control (CDC).
- Plastic face shields may not be substituted for masks or face coverings.

3. Library Employees Protocols

Fully vaccinated Library employees may work in the Library and on Library property without wearing masks in designated areas, such as employee offices. The Library will not ask for proof regarding an employee's vaccination status. No assumptions about an employee's vaccination status will be made based on an employee's decision to wear a mask.

Employees may request accommodation to adjustments in their essential work duties, workspace, and schedule in accordance with this policy. The Library will make accommodations as possible given scheduling and facilities restraints.

4. Authority & Evaluation

This policy will be carried out under all current and future New York State Executive Orders and the criteria mandated for organizations to safely and legally operate under [NY Forward](#). The guidelines outlined may be updated as needed to conform with modifications to NY Forward, as well as mandates from the Center for Disease Control (CDC), local government agencies, and feedback from Library employees.

Questions or concerns regarding this policy should be brought to the Library Director.

This policy will remain in effect until the Board of Trustees votes to remove or revise it.

Adopted by the Board of Trustees: May 29, 2020

Amended by the Board of Trustees: 6/24/2020, 11/18/2020, 1/27/2021, 5/26/2021, 6/30/2021, 8/25/2021, 11/17/2021, 3/30/2022

Reviewed by the Policy Review Committee: 3/10/2022