

**Application for Variance
Douglas County Variance for Libraries**

Douglas County

As Approved on June 26, 2020

1. List the sections of Executive Order D 2020 091 and/or Sixth Amended Public Health Order 20-28 that a variance is being sought for.

Douglas County requests a variance to the provisions within Section I in Appendix A of the S Amended Public Health Order 20-28 (the “Order”) limiting public and private libraries to providing only window service, walk-up service, drive-through service, or curbside delivery so that libraries may also be open to members of the public subject to the restrictions contained herein.

2. Summarize alternate restrictions being proposed to replace the above-referenced restrictions and indicate where in the Plan these alternate restrictions are addressed.

Response

Libraries may be open to members of the public subject to the following requirements. In addition to the requirements below, libraries must follow Safer at Home Best Practices for All Businesses available [here](#). Any matter not addressed herein remains subject to Public Health Order 20-28, as amended.

- In each confined indoor space, limit the maximum number of participants to 50% of the posted occupancy code ensuring a minimum 28 square feet per person, not to exceed more than 175 people gathered at any given time.
- Encourage patrons to wear face coverings, except where doing so would compromise an individual’s health. Masks are most important when patrons are moving around. Customers may consider removing their masks when seated at a distance of six feet.
- Post signs at entrances and throughout the facility as needed to remind guests of face covering recommendations, social distancing, proper hygiene guidelines, and to stop if they are sick and ask them not to enter the library.
- Place markings on floors to maintain at least six feet distance where lines might form.
- Install protective plexiglass shields or barriers at checkout or information counters or other areas where customers and employees must be in close contact.
- Provide hand sanitizer at each entrance and throughout the facility in all high traffic areas and encourage their use.
- Increase cleaning frequency of restrooms and high touch surfaces.
- Make reasonable accommodations for vulnerable individuals, for instance, socially distance seating options or special hours.
- When processing returned materials:
 - Establish a staged, “quarantine zone” where materials can be disinfected (when reasonable) or left for 24 hours before returning to circulation.
 - Ensure staff members handling library materials have protective gear: gloves and masks.

- Shared equipment (computers, chairs) must be sanitized between uses.
 - Recommend implementing time slot reservations for computer access to allow employees to clean between users.
 - Ensure 6-foot distance between computers.
 - Remove all pens, pencils, or paper at computer stations.
 - Walk up use of shared equipment is prohibited
- Implement touch-free options wherever possible
 - Prop doors where safe to do so
 - Contactless payment options
- A robust communication plan must be in place to address steps to be taken by employees and customers to ensure that participants are aware of safety protocols.
- Consider reducing hours to ensure time for proper cleaning and the reshelving of materials when the general public is not present.
- Rearrange furniture to increase the ability for customers to distance. Remove unneeded furniture and displays.
- Limit the sharing of games, toys, and other equipment. Implement checkout procedure for shared equipment to ensure sanitation between uses.
- Discourage the use of shared spaces or stagger access to shared spaces and sanitize between uses.
- If patrons use a book or other item, implement a procedure for that item to be sanitized prior to reshelving or other patron use.
- Place signage in any shared seating or table space that indicates an area has been cleaned. Patrons can flip the sign to indicate that an area has been used and needs cleaning.
- Provide cleaning supplies where possible (e.g. disinfecting wipes at tables and by book stacks)