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Policy on Face-Coverings

(July 2020; amended 15 June 2021)

A. **Preamble: Statement of Philosophy, Scope, and Purpose**

1. This Policy is designed to comply with “Restore Illinois: A Public Health Approach to Safely Reopen Our State” (5 May 2020); the “Plan to Reopen the Library” as adopted by the Board of Library Trustees; and related guidelines; e.g.:—

When You’ve Been Fully Vaccinated | CDC (16 May 2021)

Source: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>

Choosing Safer Activities

- If you are fully vaccinated, you can resume activities that you did prior to the pandemic.
 - Fully vaccinated people can resume activities without wearing a mask or physically distancing, except where required by federal, state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance.
 - If you haven’t been vaccinated yet, find a vaccine.
2. In part, the “mission of the Batavia Public Library is ... to provide and ensure access to materials and services to meet the lifelong learning needs of residents and organizations.”¹
 3. As the Library provides opportunities for patrons to return to the building, managing safety and reducing risk for employees and returning patrons is a priority, and a phased, cautious approach is important to mitigate the risk of exposure to COVID-19.
 4. The Library strives to treat all Library users in a fair, consistent, and equitable manner.
 5. The Library is committed to maintaining a safe and comfortable work environment for all employees, as well as a safe and comfortable environment for patrons, visitors, and other third parties.

¹STATEMENT OF MISSION: The mission of the Batavia Public Library is to provide and ensure access to materials and services to meet the lifelong learning needs of residents and organizations, as well as to create a welcoming place to gather, exchange ideas, and participate in cultural events.

B. Policy on Conduct

This “Policy on Face-Coverings” is an interpretation of and a supplement to the “Policy on Conduct,” q.v., the current version of which is incorporated herein by reference.

C. Definitions: As used in this Policy:—

1. The term “Library” means the Batavia Public Library.
2. The term “campus” means the Library’s premises; that is, the building (indoor spaces) and grounds (outdoor spaces, including parking lots) occupied by the Library
3. The term “official” means a Trustee; that is, a person who was elected or appointed to the Board of Library Trustees, the Library’s governing body.
4. The term “employee” means a person who is employed by the Library and, by extension, a volunteer, that is, a person who voluntarily works for the Library.
5. The term “patron” means a person who is visiting the Library as a customer.
6. The term “third party” means those who do business with the Library, such as, but not limited to, vendors, contractors, and other third parties, except patrons.
7. The term “fully vaccinated,” is defined by the Centers for Disease Control and Prevention (CDC)² as follows.

“In general, people are considered fully vaccinated 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine. If you don’t meet these requirements, regardless of your age, you are NOT fully vaccinated. Keep taking all precautions until you are fully vaccinated.”

D. Face-Coverings

1. **Introduction**

- a. All employees and officials are responsible for conducting themselves in accordance with this Policy.
- b. All those who do business with the Library, such as, but not limited to, vendors, contractors, patrons, visitors, and other third parties, must comply with this Policy.

2. **Expectations / Standards of Behavior (Indoors)**

- a. As noted in the “Policy on Conduct,”

The Library expects its visitors to:—

- *Respect the comfort and safety of fellow patrons and staff members; [and]*
- *Comply with requests from the Library’s staff members....*

- b. All persons (except as noted herein) entering the Library must wear a face-covering that fully covers the nose and mouth during their visit.

- (1) **Exception:** Patrons who are fully vaccinated, effective seven (7) days after the declaration that the State of Illinois has reached Phase 5 of the “Restore Illinois” plan.

²Source: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>

Reinstated Automatically: This exception shall no longer apply if the Governor and/or Illinois Department of Public Health determines that the State of Illinois must return to any prior Phase of the “Restore Illinois” plan.

- (2) **Exception:** Employees who are fully vaccinated, effective as authorized by the Library Director subsequent to both
 - (a) the declaration that the State of Illinois has reached Phase 5 of the “Restore Illinois” plan, and
 - (b) the approval (by the Library Director) of administrative rules and regulations produced by the Human Resources Manager for this purpose.

Reinstated Automatically: This exception shall no longer apply if the Governor and/or Illinois Department of Public Health determines that the State of Illinois must return to any prior Phase of the “Restore Illinois” plan.

- (3) **Exception:** Children under the age of two years old.
- (4) **Exception:** At the express request of an employee, persons may remove their face-covering briefly (while separated from other persons by an impermeable barrier) for purposes of identification.

c. All persons (except as noted herein) entering the Library must maintain a six-foot distance from all other persons when practicable during their visit.

- (1) **Exception:** Persons who are fully vaccinated, effective seven (7) days after the declaration that the State of Illinois has reached Phase 5 of the “Restore Illinois” plan.

Reinstated Automatically: This exception shall no longer apply if the Governor and/or Illinois Department of Public Health determines that the State of Illinois must return to any prior Phase of the “Restore Illinois” plan.

- (2) **Exception:** Family groups

3. Expectations / Standards of Behavior (Outdoors)

a. Use “The 2-Out-of-3 Rule”: All persons (except as noted herein) must ensure their activity meets two out of the following three conditions: outdoors, distance, and face-covering.

Examples (for purpose of illustration)

- Outdoors + Distance = No Face-Covering Needed
- Outdoors + No Distance = Face-Covering Needed

b. All persons (except as noted herein) on the Library’s campus and/or participating in programs or events presented, hosted, or sponsored by the Library outside the building, regardless of location, must follow “the 2-out-of-3 rule.”

4. Reasonable Accommodations

a. Persons who cannot tolerate or decline to wear a face-covering for any reason whatsoever shall not enter the Library.

- b. In such instances, the Library shall offer reasonable accommodations, which may include but are not limited to curbside service and access to online resources.

5. **Enforcement of Standards of Behavior**

- a. Enforcement of these standards of behavior will be conducted in a fair, consistent, equitable, and reasonable manner.
- b. Persons who refuse to observe the standards of behavior and/or are unwilling to accept reasonable accommodations as described in this Policy will be requested to leave the Library campus.
- c. Persons who refuse to leave when requested shall be banned from the Library campus for a period of three months.
- d. In general, violations of this Policy will not be tolerated. Persons whose behavior is making others unsafe or uncomfortable, or who otherwise fail to observe the standards of behavior described in this Policy, may be asked to leave the Library campus, or be banned from the Library and its campus for a period of time, or be subject to arrest, or be subject to other lawful action.

E. **Authority to Revise:** In such circumstances in which changing conditions make it advisable to revise this Policy in a timely manner (such as new guidance from the Centers for Disease Control, etc.), this Policy may be modified between meetings of the Board of Library Trustees by the Library Director with the approval of the Board President,³ subject to ratification (or further revision) by simple motion at the next Regular (or Special) Meeting of the Board.

F. **Administrative Rules and Regulations**

1. **Administrative Rules and Regulations:** Employees designated by the Library Director are authorized to prepare (and edit or otherwise modify from time to time as may be needed) standard operating procedures that are not inconsistent with this Policy.
2. **Conflict or Inconsistency:** In the event that there is any conflict or inconsistency between the terms and provisions of the administrative rules and regulations / standard operating procedures (if any) and this Policy, the terms and provision of the latter shall prevail.

Approval History:—

- Policy derived in part from “FAQ for Businesses Concerning Use of Face-Coverings during COVID-19” (State of Illinois), q.v. (<https://www.dph.illinois.gov/covid19/faq-face-coverings-business>)
- “Policy on Face-Coverings” adopted by the Board of Library Trustees on Tuesday, 21 July 2020 (Resolution 2020–006)
- “Policy on Face-Coverings,” as amended, adopted by the Board of Library Trustees on Tuesday, 15 June 2021 (Resolution 2021–006)

³Such authority is in the spirit of “A Resolution Delegating Authority to Board President to Make Decisions” (Resolution 2020–008; adopted 15 September 2020), q.v.