



**BIBLIOTHÈQUE PUBLIQUE DE CASSELMAN
CASSELMAN PUBLIC LIBRARY**



Library Reopening Plan

(Phase 2) Effective June 30th, 2021

1. Upon their arrival at the Library, visitors will be required to register on the assigned Covid symptoms form (designated form). Visitors will be greeted at the doors whenever possible and will be asked to thoroughly disinfect their hands.
2. Visitors requesting registration as a Library member will be asked to sit at a designated table and complete the registration form (handed on a clipboard); once completed, this will be returned to the staff for verification and issuing the membership card.
3. A thirty (30) minutes period inside the Library will be allowed to all users.
4. Pens and pencils used by visitors are offered as a gift (thus preventing contamination). Should a person not wish to keep the pen or pencil, a designated box to deposit these items is available; they will subsequently be handled according to health regulations.
5. All visitors are required to wear a face mask, as posted in the entrance doors. Staff may also wear protective shields with visitors (optional).
6. A maximum of five (5) visitors are allowed inside the library at a time. Staff will inform each visitor of their allowed time which may vary between 15 and 30 minutes depending on the number of visitors waiting.
7. Children under 13 must be accompanied by an adult.
8. Returned material will be handled by staff wearing gloves (optional) and held in quarantine for 24 hours.
9. Visitors who wish to use public computers shall adhere to the same regulations as visitors and will be allowed a 30-minute visit for computer use.
10. Public computers will be handled by staff only. A member of the library staff will bring the computer to a table for the visitor while respecting social distancing and when the visitor informs staff that they are leaving, the library staff will bring back

the computer to disinfect and return the computer to the assigned cabinet for recharging.

11. Access to public washrooms is allowed.
12. The reception desk, tables, chairs and any other equipment used by visitors will be disinfected by staff at the end of each day.
13. All returned books and material shall be returned in the drop box outside the Library.