

Laguna Woods Village | Conditional Reopening of Village Library

Effective: May 3, 2021 | Expiration Date: TBD

BACKGROUND

On March 4, 2020, the governor of California declared a state of emergency as a result of the threat of COVID-19. Subsequently, on March 19, 2020, the governor issued Executive Order N-33-20, which ordered all state residents to stay in place and identified certain essential functions that could remain operational. Additionally, the order stated that individuals must adhere to strict social distancing guidance.

The Centers for Disease Control and Prevention (CDC) states “in general, the more closely you interact with others and the longer that interaction, the higher the risk of COVID-19 spread. If you decide to engage in public activities, continue to protect yourself by [practicing everyday preventative actions](#). Keep these items on hand when venturing out: a face mask, tissues and a hand sanitizer with at least 60% alcohol, if possible.”

On October 20, 2020, the Orange County Health Care Agency (OCHCA) released COVID-19 Industry Guidance: Retail, which includes guidance for libraries. These guidelines are incorporated into this conditional reopening procedure and are to be adhered to in addition to key prevention practices that include:

- Physical distancing to the maximum extent possible and, at a minimum, activity should always be in line with the federal government’s advised physical distancing measures defined by the CDC as keeping 6 feet apart;
- Use of face coverings; and
- Frequent handwashing.

On March 5, 2021, the state issued the Blueprint for a Safer Economy Activity and Business Tiers which outlines allowable reopening procedures for various activities in each of the tiers—Tier 1 Widespread (purple), Tier 2 Substantial (red), Tier 3 Moderate (orange) and Tier 4 Minimal (yellow).

PURPOSE

Safeguarding our community is of utmost importance. It is imperative that our community self-enforce and strictly adhere to the restrictions mandated by the CDC, federal, state and local governments. This procedure is intended to reduce risk of exposure to the COVID-19 virus, but is not a guarantee of your safety. Residents should use their own good judgment in determining the amount of risk of exposure in using any shared facilities or amenities. Risk of exposure involves many factors out of the control of the Village corporations and management, including the compliance (or noncompliance) and safe/unsafe behavior of others using the same facilities or amenities.

SCOPE

This procedure establishes formal guidelines for the conditional reopening of Laguna Woods Village Library, effective May 3, 2021 (for residents only).

The procedure reflects CDC advice that older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. Based on what we know now, those at high risk for severe illness from COVID-19 include people age 65 years and older. Activity should always be in line with the federal government's advised physical distancing measures defined by the CDC as keeping 6 feet apart.

The Department of Recreation and Special Events is responsible for these activities.

GENERAL PROVISIONS

1. Applicability

The Village Library will reopen to Laguna Woods Village residents only. No guests are permitted.

Patrons may browse the shelves for books or media to check out.

Additional amenities may be added by the Department of Recreation and Special Events once conformance with this procedure, as well as federal, state, county and other applicable safety requirements, is evident, when there is a change in tiers, and/or adjustments to the Blueprint for a Safer Economy Activity and Business Tiers.

2. Hours

Library hours are determined by volunteer's availability.

- Monday through Friday: 11 a.m. to 3 p.m.
- Saturday: 11 a.m. to 1 p.m.
- Sunday: Closed

3. Capacity

Capacity is limited to 15 patrons and six volunteers at one time and will be monitored by volunteers.

When at capacity, numbered tickets will be handed out to those who are waiting. A waiting area will be set up on the front patio for those requesting access.

4. Monitoring of Health and Safety Protocols

The Department of Recreation and Special Events in collaboration with library volunteers will monitor handwashing, use of face coverings and 6-foot social distancing at all times. Patrons not complying with safety protocols will be asked to comply. If patron does not comply, he/she will be asked to leave the facility.

Village Library volunteers reserve the right to close the library if patrons are unwilling to follow rules.

5. Safety Requirements

a. Touch points

Nonessential touch points will be eliminated such as use of chairs, tables, drinking fountains, etc.

b. Social distancing

Activity should always be in line with the federal government's advised social distancing measures (defined by the CDC as keeping a minimum of 6 feet apart) while using the facility.

c. Face coverings

Face coverings must be worn at all times when inside the library.

d. Hand washing

Use hand sanitizer provided at entrance before entering the library. Individuals should wash hands frequently (for 20 seconds or longer) with soap and water or frequently use hand sanitizer.

e. Touching

Avoid touching your face. Wash your hands promptly if you have touched your eyes, nose or mouth. Individuals should refrain from shaking hands.

f. Cleaning equipment

Library volunteers will clean and disinfect reception desk area during each shift change and when closing.

6. Materials and Usage (all community provisions must be disinfected after each use):

a. Books, paperbacks and DVDs

Available for check out

b. Daily newspapers and magazines

Available on patio (honor system)

c. Puzzles

Available on patio (honor system)

d. Reading and puzzle building area

Remains closed

e. iPad usage

Prohibited at this time

7. Health

Do not use the library facility if you are exhibiting any symptoms of the coronavirus: mild to severe respiratory illness with fever, cough and difficulty breathing, or other symptoms identified by the CDC; have been in contact with someone with COVID-19 in the last 14 days; or are a vulnerable individual. A vulnerable individual is an elderly individual and/or an individual with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy.

8. Participant Check-In

Participants must check in with door monitor and must adhere to social distancing requirements while waiting to enter. Masks must be worn at all times.

9. Touch points eliminated

Nonessential touch points associated with using library facility will be eliminated.

a. Drinking fountains and water

Drinking fountains will be turned off. Participants must bring their own drinking water.

b. Furniture

All common-area chairs and tables not in use by volunteers will be removed.

10. Restrooms

Participant must wash hands with soap and water when entering and exiting the restroom.

11. Exiting facility

Participant must proceed directly to their car/cart and leave the immediate area to avoid congregation at the facility and/or parking lot.