

NOTE—All of the following guidelines are subject to ACC staff policies, recommendations issued by [the CDC](#) and [the State of Minnesota](#). The public health status for the Minneapolis region will determine whether the ACC Library may be open to the visiting public at any given time. **This document is subject to periodic review and revision as public health conditions warrant.**

Dated 7/1/2021

The library will open to visitors by appointment only beginning July 12, 2021. Access to the library by people outside of ACC staff will be allowed under the following guidelines:

1. Appointments must be made in advance with the Librarian. Appointments will be accepted during regular business hours at the discretion of the Librarian. All patron appointments will be scheduled as a meeting in the librarian's calendar, reserving the Library as the meeting room space for the visit. Office occupancy limits may apply.
2. Anyone with symptoms of illness will not be allowed into the library.
3. Only two visitors will be allowed in the library at a time, whether in the same party or in separate parties.
4. Visitors will **call the Librarian at 612-206-3118** upon arrival to be admitted into the building. Visitors must sign in upon entry and fill out the **Library Visit Form** (see below) to provide contact information to the Librarian.
5. The Librarian will assign a workstation to any patron visiting the library. Workstations will be sanitized prior to the patron's arrival and following patron's departure.
6. Face masks must be worn while entering and exiting the building, in hallways and elevators, when using rest rooms, or when moving around the library space. If visitors are fully vaccinated, masks may be removed while the patrons are working at their work stations. **If a visitor is not vaccinated, a mask must be worn at all times in the building.**
7. Patrons are free to browse the stacks; any materials they handle must be placed on a quarantine cart after use. Materials will be quarantined for at least 2 days before being returned to the shelves.

If a patron or staff member has a positive test for COVID-19 or develops symptoms while in the office or library, the following procedure will be implemented:

- A. All patrons and staff in the library or office on the day the ill person was in the library or office will be notified of possible exposure.
- B. A patron or staff member will be asked to leave the library immediately if that patron or staff member begins to show signs of illness.
- C. Cleaning staff will be notified of possible contamination in the library space.
- D. The area will be closed off for at least several hours prior to cleaning. Disinfection will be performed by cleaning staff overnight or library staff the following day.

VOLUNTEERS

The library will allow access to regularly scheduled volunteers beginning August 25, 2021. Access to the library by volunteers will be allowed under the guidelines listed above, with the following additional measures:

1. Volunteer shifts will be scheduled on Wednesdays and Thursdays during regular business hours at the discretion of the Librarian.
2. Only two volunteer shifts may be scheduled at the same time.

Library Visit Form

Date _____

Name _____

Email _____

Phone _____

Have you been fully vaccinated? Yes No

Do any of the following conditions apply to you today?

Fever or chills Sore Throat Cough Shortness of Breath
 Muscle Aches Loss of Smell or Taste

Have you been in contact with someone who has tested positive for COVID-19? Yes No

****If any of the above apply, please reschedule your library visit.****

I certify that I have no symptoms of COVID-19, I feel well, and I have not knowingly been in contact with anyone who has tested positive for COVID-19 in the last 14 days.

Signature _____ Date _____