COVID-19 Prevention Checklist
Public Library Guidance

May 18, 2020;

Update issued, April 20, 2021

On May 18, 2020, the Maine Library Commission unanimously adopted the attached Public Library Checklist for safe reopening and operations of Maine libraries. The checklist was formally submitted to Commissioner Heather Johnson of the Maine Department of Economic and Community Development and to Hannah Pingree, Director of the Governor's Office of Policy Innovation and the Future.

Approved by the Maine Library Commission, May 18, 2020
Updates were approved by the Maine Library Commission on
January 15, 2021, March 19, 2021 and April 20, 2021
in alignment with Executive Orders.

On April 16, the Public and Community Building checklist was updated to reflect current state guidance.

"The State of Maine has adopted a multi-layered approach to COVID-19 guidance—supported by science, public health expertise, and industry collaboration—to help Maine businesses and community organizations operate safely. As we enter the second year of the pandemic, these updated guidelines highlight the importance of employing multi-layered mitigation strategies to keep Maine businesses, employees, and residents as safe as possible from COVID-19 transmission. Public health guidance will continue to evolve as we learn which mitigation strategies most effectively reduce transmission risk.

No single measure or action will completely prevent transmission of COVID-19. Use of multiple strategies— sometimes called layered mitigation—provides greater protection than implementing a single strategy alone. When multiple mitigation strategies—including masking, physical distancing, hand hygiene, and ventilation— are consistently and correctly used, risk of transmission is decreased."

The process for public libraries to safely open is:

1. Review the Public and Community Buildings Checklist (all municipal, county, libraries, etc.)
2. Review the General Guidance Checklist (all businesses)
3. Review the Public Library Checklist adopted by the Maine Library Commission.
4. Prepare a plan to open safely that is approved by your governing body
5. Fill out the COVID-19 Prevention Form (select Public and Community Buildings)
6. Download a sign/badge to post on your door or in your library (optional)

Please contact your Maine State Library Regional Liaison for assistance or with any questions.

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As the number of COVID-19 cases is fluctuating and unpredictable, the State of Maine changes guidance in response to fight the spread of the virus. This checklist and guidance may change in accordance with the Governor's Executive Orders.

This is a library guidance checklist document that has been prepared by the Maine State Library, approved by the Maine Library Commission.   Please pair this checklist along with the State of Maine's Public and Community Buildings Guidance (April 16, 2021) and the General Guidance Checklist (March 12, 2021. Both checklists provide guidance to public libraries to meet minimum health guidelines and operate safely when providing services during the pandemic.

Timeline of State of Maine response to COVID-19

Please note: This document may be updated as additional information and resources become available. **Additionally, your <u>local communities and governing bodies</u> approve plans and any actions to safely reopen and close the library building to the public.** Governor Mill's Executive Orders may affect guidance and MSL will inform libraries of those variances.

From the Public and Community Building Checklist:

"No single measure or action will completely prevent transmission of COVID-19. Use of multiple strategies—sometimes called layered mitigation—provides greater protection than implementing a single strategy alone. When multiple mitigation strategies—including masking, physical distancing, hand hygiene, and ventilation—are consistently and correctly used, risk of transmission is decreased."

Public Libraries Alignment with Maine's Staged Reopening

Summary of Stages

Stage 1 (March 18 – June 2020)

Stage 2 (June 2020) Public Libraries may reopen in accordance with all checklists

Public libraries assess the following as plans for opening buildings to the public and staff are developed with the health and safety of library staff and visitors as the primary objective.

Libraries should use this checklist to develop implementation plans.

Plans should be revised regularly based upon emerging public health guidance and presence of community spread.

Libraries should use appropriate square footage and building configuration (size of rooms) in the planning process. Use only library spaces where 6 ft. physical distancing between people can be maintained.

Libraries determine what services they offer in Stage 2.

Stage 3 (July-September 2020)

Public libraries may utilize plans developed to open library buildings to the public and offer services that conform to physical distancing, proper utilization of PPE plus the library's ability to follow their approved plans by their appropriate governing authorities (municipalities and/or governing boards) with the *health and safety of library staff and visitors as the primary objective*.

Local public health guidance and presence of community spread are considered.

Libraries should use appropriate square footage and building configuration (size of rooms) to allow for continued physical distancing for patrons and staff.

Stage 4 (October 2020 - March 5, 2021 and forward)

Public libraries continue to utilize established plans to open or re-close library buildings to the public and offer services that conform to physical distancing, proper utilization of PPE plus the library's ability to follow their approved plans by their appropriate governing authorities (municipalities and/or governing boards) with the health and safety of library staff and visitors as the primary objective. Local public health guidance and presence of community spread are considered. The Governor's new Executive order provides guidance on building capacity limits beginning March 26th. This is a "percentage of capacity based on building capacity **and the ability to maintain 6 feet physical distancing**."

The ability to maintain 6 feet of physical distancing is primary. Your Fire Marshall or Town/City can help you determine building capacity or room capacity if needed. See guidance in the Public and Community Building Checklist. Libraries should continue to use appropriate square footage and building configuration (size of rooms), evaluation of air ventilation and HVAC, to determine number of patrons and staff allowed in the library building in accordance with guidance in the Public and Community Buildings Checklist.

Libraries must follow the Governor's Guidance on masks in public settings: "Face covering requirements … apply in public settings regardless of the ability to maintain physical distance." Libraries should post plainly visible signs notifying entrants of the requirement to wear cloth face coverings and may deny service or entry for non-compliance with the Governor's face covering requirements.

Library Specific Guidance

Approved by the Maine Library Commission, May 18, 2020
Update Approved January 15, 2021
Updated March 19, 2021
Updated April 20, 2021
Public and Community Building Checklist published, May 20, 2020 and
updated November 6, 2020, March 5, 2021 and April 16, 2021
General Guidance – Updated March 12, 2021

Libraries may open buildings only if they are in compliance with all checklists.
No library is required to open.
Libraries and local governing bodies should determine the need to rollback services based on
capacity, needs and local COVID infection rates and/or outbreaks

Goals
The goals of this guidance are to:
1. Protect the health of patrons, library staff, and the local community from COVID-19 infection.
2. Control the spread of COVID-19 by reducing exposure to respiratory droplets through physical distancing, gathering limits, and face coverings; increase hand hygiene when touching shared items and common surfaces.

Checklist and Guidance Sections

Protecting Library Staff
- Require employees and patrons to wear face coverings in accordance with Executive Orders and in alignment with guidance in other checklists including Public and Community Buildings (Updated 4/16/2021), "Require all staff, vendors, and visitors to wear a face covering, per Executive Order. Face coverings are not required when individuals are alone in personal offices. See current Mask FAQ
    - Follow cleaning protocols in the General Guidance. Use disinfecting or handwashing protocols when handling library materials. Gloves may also be used for this purpose.
- Provide workers with up to date COVID -19 information and training on safe donning, doffing, and disposal of personal protective equipment such as gloves (if used) and face coverings.
    - COVID-19 Information: Maine CDC, National CDC
    - Masks: National CDC; Maine CDC
    - Gloves: Project 3D; Montana State Library
    - Be aware of Library Staff mental health and stress. Offer time for webinars like Taking Care of Yourself and Your Staff as You Re-open the Library Online or others that are highlighted on the be Statewide Library CE Calendar on a regular basis.
    - National resource at WebJunction for the library community on COVID

Protecting and Serving Patrons

Inform your patrons of your COVID-19 policies and procedures in advance, if possible, via website, newsletters, newspaper, signage, etc.

- **Post on library doors:**
    - Don't come to the library if you feel sick
    - Limit time in the library to 30 minutes or based on your HVAC systems air cycling quality
    - Maintain physical distance in all areas of the library
    - Follow signage and library staff instructions in library for accessing library materials
- Face coverings are required for staff and patron safety. See the Governor's mask FAQ. Use posters and signage in the library to remind patrons and staff of physical distancing at entrance, checkout areas, computers, counters, patron behavior, etc.
- Encourage patrons to limit who they bring into the library to ensure equitable access.
- Based upon room size, consider opening Children's area for one family at a time or use 6 feet physical distancing to establish occupancy limits.
- Arrange furniture and any seating to ensure **required** physical distancing.
- Consider patron appointments or limiting time patrons can spend in the library to reduce possible transmission of COVID-19 as well as to provide equitable access to library services while also complying with physical distancing requirements for everyone in the building.
- Time spent in building can be established by local criteria for equitable access, library building space and ease of operations for library services. Consider additional time for computer use for vaccination appointments and job seekers.
- Consider special hours for high-risk individuals to make appointments to use the library.
- Support physical distance between patrons and library staff by taping off 6 feet distance from counter.
- Use of plexiglass barriers may be:
    - A temporary, easy to install plexiglass barrier to maximize physical distancing where appropriate in the library based on procedures for check-out and circulation desk configuration.
    - A more permanent glass or plexiglass barriers that the library will most likely keep in place beyond Stage 4.
- Do not allow patrons in library staff areas.
- Minimize shared touch surfaces such as tablets, pens, library cards, receipts, etc.
- Consider going fine free and/or free printing to limit close contact.
- Use routine cleaning of high touch surfaces (e.g. counter tops, door handles, keyboard covers, phones) in the library. See Maine General Guidance and CDC updated guidance.
- Establish contactless methods of interaction between patrons and staff where possible.

Reminder: From the Public and Community Buildings Checklist: People in a shared space must be able to maintain 6 feet of physical distance. "If a space cannot accommodate individuals maintaining 6 feet of physical distance, further restrict the number of individuals allowed in that space beyond the limits established by Executive Order."

Library Buildings
Please measure the square footage of the publicly accessible spaces within the library and use that number to determine capacity. Many libraries have small confined spaces where it is difficult to keep 6 feet apart. You may use the PLS PDF of library measurements but remember that this number is total building square footage and must be adjusted for public and staff space as well as the layout of the building.
Limit the number of people in the library to no more than the maximum allowable under Governor Mills' Executive orders. Libraries should also seek guidance from local building code and fire official to determine capacity if needed.

HVAC Assessment
See guidance in the Public and Community Buildings Checklist:
Ensure that ventilation systems operate properly and take steps to improve ventilation in the building.

1. Increase the percentage of outdoor air (e.g., using economizer modes of HVAC operations) potentially as high as 100% (first verify compatibility with HVAC system capabilities for both temperature and humidity control as well as compatibility with outdoor/indoor air quality considerations).
2. Increase total airflow supply to occupied spaces, if possible.
3. Disable demand-control ventilation (DCV) controls that reduce air supply based on temperature or occupancy.

Libraries need to be aware that the virus is more easily spread in enclosed spaces and factor in their HVAC and air flow in the library building as indicated by this article: Many ventilation systems may increase risk of COVID-19 exposure, study suggests.
Please read and use this guidance as you assess the level of services to provide in the library building.
COVID-19 Environmental Controls Resources - a PDF prepared by MSL Library development staff.
Resources are from CDC, EPA, ASHRAE (American Society of Heating, Refrigerating, and Air-conditioning Engineers and OSHA.
ASHRAE FAQ – Quick Overview

Restrooms
- Use the guidance from Public and Community Buildings Checklist.
- Check with health officials for local ordinances and building codes if you intend to close public access to bathrooms

Safe Handing of Library Materials in your Library

Guidance and research are variable regarding the life of the virus on fomites (objects or materials which are likely to carry infection) and the amount of virus that can cause COVID-19 infection. Research has been done in laboratory versus real life settings. The research from REALM is just one tool to use to establish local procedures. Other articles stress real life versus laboratory conditions. Exaggerated risk of transmission of COVID-19 by fomites and Low risk of SARS-CoV-2 transmission by fomites in real-life conditions.

MSL recommends: Quarantine returned library materials for a minimum of 24 hours.

- Library lendable items are a made of a variety of materials and the latest science reinforces that the virus is transmitted via close contact with a person (airborne) not from "things" people handle (groceries, books, money, etc.)
- Washing and disinfecting library materials may damage them. Use care and review the latest guidance from the NEDCC.
- Continue to remind library workers to not touch their face and practice good hand hygiene, especially while handling all library materials.
- Books and other library materials that have been on library shelves, in a bag or in a tote and only touched by sanitized, gloved or washed hands for 24 hours are considered safe for patrons and library staff.

Quarantining of library materials should be done when:

- Materials are returned to the book drop or by drop off appointment or left in a designated area.
- Handled by patrons in the library who have not sanitized hands
  - Note: Library materials (CD cased, acetate book covers, etc.) **may** be cleaned/disinfected using approved cleaning/disinfecting products but **quarantine** may be a safer option, as it reduces library staff exposure and uses less PPE (gloves).

COVID Quarantine and Van Delivery Guidance and Best Practices for Interlibrary Loan

As the Maine State Library monitors research and works with Maine DECD and Maine Public health our current request is for Interlibrary Loan materials and van delivery items be quarantined for 24 hours. We understand this may impact local procedures. Please adhere to MSL guidance so all library staff and patrons know interlibrary loan materials are treated equitably.

The Maine Library community collectively agrees that:
• *Safe handling with washed/disinfected hands and wearing masks is practiced in all libraries and is the primary way to keep library staff and patrons safe*
• *All library collections on the shelves are safe, have been quarantined 24 hours* and therefore any item in a library's collection is safe to circulate and is safe for Interlibrary Loan and Van Delivery. Quarantining library materials for 24 hours is an additional way to disrupt the natural flow of the virus*

• ***Combining*** *these two practices together makes it highly unlikely library staff or patrons would contract COVID-19 from library materials*

Quarantine Summary: The following quarantine best practice procedure is based upon when and where a patron last touched the library book/item.

Any item returned to the library by a patron should be quarantined for 24 hours **at the library where the item is returned**. **Reason: This is the most likely risk point for that item to be infectious and the optimum point to quarantine at this time.**

Once quarantined, the items are lendable to local patrons, available for interlibrary loan, or ready to be returned to a lending library.

How to treat Outgoing Interlibrary Loan items for Van Delivery
• Any item touched by library staff will be safely handled and thus safe to pack and send through interlibrary loan immediately
• **Bags *need no quarantining*** since they are handled by FX staff and library staff who are wearing masks and with washed/disinfected hands.

How to treat Incoming materials from Van Delivery
• Contents of totes delivered by FX and processed by library staff can immediately be re-shelved or checked out to a patron. Reason: All materials have been quarantined for 24 hours and have been safely handled by library staff and FX.

* The 72- hour time frame for quarantine was re-evaluated in March 2021 and reduced to 24 hours beginning on April 1, 2021. Another evaluation will be conducted in June with the hope the quarantining of library materials will no longer be necessary due to reduction of the spreads of virus and the number of people in Maine vaccinated.

Quarantine Details:

Guidance for Library Collection and Circulation to the Community
1. All items returned from patrons should be quarantined for 24 hours before they are re-shelved. Note: The Maine State Library is using a 24-hour quarantine as an agreed upon standard at this time.

2. If patrons browsing the library's collection have disinfected hands prior to touching books/library materials, or if your library policy is to have patrons place touched items on a "to be quarantined" table if not checked out, you can consider these materials safe for patrons and safe to circulate via Interlibrary Loan. Note: The Maine State Library believes that casual touching of books in the collection presents a low possibility of infection and is comfortable with libraries determining their own policy around quarantine in these circumstances.

3. **All library staff** need to comply with safety protocols: hand washing; hand sanitizing; mask wearing while working among others in the library and handling library materials. *Result: Books on shelves have been handled safely and likelihood of virus on books is minimal.*

Processing Guidance for Outgoing and Returning Interlibrary Loan Items
1. The expectation is that all items on a library's shelves are safe to **circulate via ILL** just as they are safe to check out to your library's patrons. If these items were to be checked out to patron, they would already have been quarantined 24 hours before being re-shelved.

2. The expectation is that all ILL books/materials **returned** to a library are safe to **send back via delivery** because they have undergone a 24- hour quarantine when returned to the library. Note: Current research suggests that the point of return of any item touched by a library's patrons is the *optimum point to quarantine*, because this is where the highest risk occurs.

3. Items received in delivery can be immediately processed by library staff.

4. Library staff who process ILL materials are safe **because they are following safe handling of their collection and ILL items**. Note: Local library leadership may need to reassure staff that when materials are handled with masks, washing hands or disinfecting before and after handling items, and not touching faces, that they are as safe as any of us are during COVID. There currently exists **no documentation** that anyone has ever contracted COVID-19 from a library book, mail, or food from a store.

5. Transit bags are being handled by staff and FX sorters following safe handling protocols (hand washing; hand sanitizing; mask wearing).

6. Totes are picked up by Freedom Xpress (FX) driver. FX sorters are following their procedures for handwashing, disinfecting, gloves and masks.
   a. Drivers and sorters wear masks and practice handwashing and/or disinfecting. *(Please report to FX via Feedback Form if your driver is not masked.)*
   c. Trucks go to Portland for southern routes. Northern routes go to the Brewer depot then to Portland for sorting. Bags are removed from totes and sorted at Portland sorting facility into library bins.
   d. Bags are removed from bins and staged in Portland trucks – or for transport to Brewer to be staged from that location to deliver to libraries.

8. Totes in trucks are delivered to libraries via routes from Portland and Brewer.

9. Library staff follow safe handling protocols (hand washing; hand sanitizing; mask wearing) while removing bags from totes.

10. The Maine State Library asks that you do not use van delivery totes to quarantine. **No incoming items need be quarantined following the practices out lined above.**

Services

Lending Services - Curbside
- Curbside Service is an acceptable method of providing circulation services when library buildings are closed and/or open.
- Schedule appointments and materials for pick up by phone or email or by utilizing your library's ILS/LMS functions.
- Have patrons stay in their vehicles if library staff will be delivering materials curbside.
- Parking lot and spaces – clearly designate areas for curbside pickup. Institute procedures for patrons to call.
- If patrons are picking up designated bags of materials, ensure they are clearly marked and inform patrons that only one person is allowed in the materials pick up area. Patrons are not to congregate or linger when picking up materials.
- Create a designated "touch-free" drop spot for library materials if a book drop is not available for materials return

Lending Services – In the Library Building

- Support physical distance between patrons and library staff by taping off a counter checkout area and waiting line with 6-feet intervals marked.
- Create signage and guided paths through library stacks (one-way signs, floor stickers, arrows, etc.) to maintain physical distancing in all areas of the library.
- Don't serve coffee, food or snacks. Libraries working with other community organizations to provide physical services should consider providing these services curbside.
- Consider circulation desks, checkout scanning equipment, tables, and public access computers as "hot spots" with high touch surfaces in confined areas. Clean these areas as appropriate.
- Staff checking out library materials may wear gloves or use disinfectant and/or hand washing.
- Clean/disinfect barcode scanners when used by various staff daily.
- Patrons should bring minimal items into the library.
- Limit the number of patrons in the library at any one time to your library's established person per square footage measurements and the library's ability to staff and manage patrons and provide equitable access to your community and comply with physical distancing.
- Do not share pens, paper or other materials.

Public Access Computing

- Ensure computers are updated and in good working order to minimize close contact during patron use
- Ensure physical distancing while computers are in use. Remove computers, chairs, desks to accomplish this. Access to other public technology resources like scanning stations, photocopiers, printers should also be reviewed for physical distancing, cleaning, and practicality purposes.
- Larger libraries with public access computer areas should establish perimeters around areas of normal congregation, indicate start of queue, waiting areas, etc.
- Libraries may adopt scheduling computer use by appointment. Laptops and tablets can allow for easier cleaning.
- Exchangeable keyboard covers may provide easier cleaning/disinfecting routines.

Reference Services and/or Other In-person Library Consultations

- Provide services virtually by utilizing online video conferencing, or via phone or email to minimize face-to-face interactions. Reference and other consultation services may be done remotely.
- In-building library services should be arranged by appointment or call ahead to minimize the time staff and patron are together in close proximity.
- In-building library services should be provided in areas with chairs, desks arranged for appropriate physical distancing and privacy for patrons.
- Limit patrons utilizing reference or other services in the library at any one time to library's established person per square footage limits. Reference Desks and other service areas are should be cleaned on a routine schedule.
- Operate with reduced number of reference and other staff in the building to allow physical distancing for both staff and patrons.

- Conduct all reference work with books, paper and other items in a spacious area for patron to review. Reduce back and forth handling of materials. Maintain physical distance of 6 feet minimum.

Considerations and Guidance for Library Programming

Library Programming

Before returning to in-person programming, the Maine State Library urges libraries to consider multiple factors before making final decisions. Guidance on holding in-person library programming in Maine is based on CDC, Maine Executive orders and state and federal safety organizations.

State of Maine Guidelines: As of March 5, 2021, Governor Mills instituted the [Moving Maine Forward](#) plan. Executive Orders may change guidance in response to level of infection, positivity rate and vaccination data and availability throughout the state.

Physical distancing and size of space, face coverings, audience/participants and length of programs should all be examined closely.

- Special events/promotions that could draw large numbers of library patrons to your building or property at one time should follow current state guidance for [Outdoor](#) and [Indoor](#) Gatherings.
- **Physical distancing must be maintained** and facilitated entrance and exits should be practiced.
- Continue or initiate virtual programming as an alternative to in-library programs.
- Adhere to all current guidance as it relates to maximum number of people that can gather in a physical space at one time.
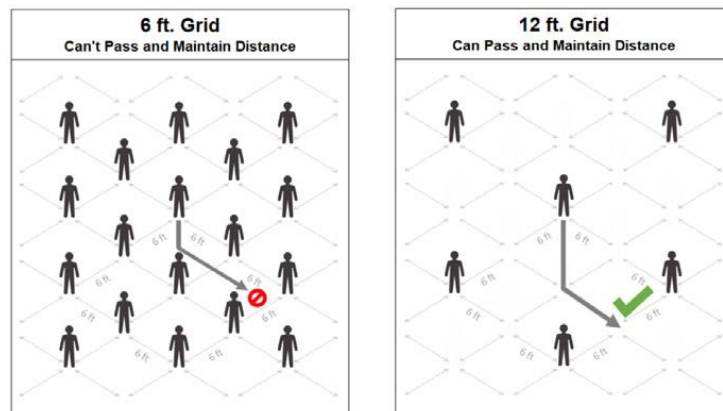
Building/Physical Space:

Your building and current Executive Orders will determine how you may offer in the library building programming. If a space cannot accommodate individuals maintaining 6 feet of physical distance, further restrict the number of individuals allowed in that space beyond the limits established by Executive Order.

The realities of room size may be an obstacle to safe library programming.

Before scheduling programming, measure space and determine what programming, if any, can be held safely and in compliance with physical distancing minimum requirements. Maintaining physical distancing of **6 feet and wearing face coverings are the primary tools to avoid transmission of respiratory droplets between individuals**. If a space cannot accommodate the gathering limit without complying with the six-feet distancing requirement**, attendance must be limited to allow for compliance, or the program should be held outside, or be held virtually.**

[Colorado Physical distancing space calculator](). In order to maintain at least 6 feet of separation from each other you need to take in account the unpredictable dynamics of each person's movement, this calculator uses a 12-foot grid distribution. [Calculator by Calconic]().

- Poor ventilation, i.e. little outside air circulating in
- Confined spaces that make physical distancing difficult
- Limited doors for building egress

Children's Programming

Children may find it difficult to maintain physical distancing. It is recommended that if in building children's programming is held that it be closely monitored for compliance.

- Story time, children's craft and programming should not be planned unless a library is assured that parents can control children's movements in the library.
- Space all seating to at least six feet apart.
- Consider use of ground markings and other cueing tools to help children maintain physical distancing in group settings. Children count in the number of people allowable in your building.
- Singing is a high-risk activity and may spread the virus, therefore, refrain from singing during face to face story time until the virus is well under control and public health guidance has been provided.
- Consider continuing or starting virtual storytime, online activities, make and take items, etc.
- Youth librarians may glean further insight into best practices by looking CDC [Guidance for Childcare Programs.]()

"Face coverings are **recommended** for children ages 2 to 4 unless deemed developmentally inappropriate. Face coverings are **required** for all children age 5 and older in public settings, including school and childcare settings."

- By definition, public libraries are [public settings]().
- [Cloth face coverings are not a replacement]()for adhering to physical distancing protocols.

Considerations regarding Liability Issues and COVID

The Maine State Library (MSL) checked with the Maine Attorney General's Office and other legal resources. No one really knows where litigation over liability in the case of contracting COVID will go. The important legal concepts and phrases are highlighted in yellow and MSL comments are in bold.

Any library with specific liability concerns should **consult a lawyer.**

• The major impediment to successfully suing anyone is causation . . . how can you know that your case of COVID was caused by the negligence of another. ***How could it be tied to a library visit or book?***

• Maine has not enacted any sort of protection from liability around COVID **via legislation or Executive Order.** There is existing law regarding general immunity for municipalities.

• The issue of common touch items (fomites) has not been as big of a topic of discussion in K-12 education as it has been in libraries but see the Maine CDC Guidance for schools and PK-12 and Adult Education Public Health Guidance (see Shared Objects, and Music sections).

• When MSL established a "quarantine" period for books in the ILL system, we were essentially creating a "standard of care" for handling ILL materials. What that means is that if an ILL participant follows the quarantine period established, libraries can argue that they have followed the applicable "standard of care" and are, therefore, not acting negligently – which would be the **core of the complaint**. *Therefore, a library can say they treated their collection and ILL materials according to established guidance from the Maine State Library.*

Additional liability information was provided by Ann Freeman at the HR During COVID webinar at Fall Council. Most liability issues nationally have been around employment issues. You can listen to the webinar and review the slides for information.

Guidance on Contact Tracing

Note: Local governance may require such collection. Collecting the least amount of contact data is recommended

Guidance on collection of contact tracing information in Maine libraries based on the Public and Community Building Checklist recommendations, the most current CDC definition of close contact and patron privacy considerations.

Libraries should not feel compelled to gather data from patrons entering the building for contact tracing purposes **unless** a library staff person has been in close proximity (less than 6 ft.) of a patron or vendor for a cumulative total of 15 minutes or more over a 24-hour period. If that occurs, collecting the least amount of contact data would be recommended. Name and email address – or – Name and phone #. Libraries should destroy data after 14 days has passed.
MSL believes this practice conforms with the intent of the State of Maine's Public and Community Building Guidance.

For more information: The Privacy Perils of Contact Tracing in Libraries