

## **Policy 4.1.5 COVID-19 Plan of Service and Hours**

Our foremost concern being the safety and well-being of Kalkaska County Library patrons and staff, and in order to reduce the spread of COVID-19, the Kalkaska County Library Board of Trustees establishes the following Plan of Service and Hours of Operation, effective 28 December 2020 and continuing until further notice.

### **Library Plan of Service is as follows:**

- 1. The maximum number of individuals within the library at any one time is limited to 20**
- 2. Face masks are required in all public areas of the library. If a patron is unable to wear a face covering, curbside pickup is available.**
- 3. Library patrons are limited to one-half (1/2) hour per visit.**
- 4. In-person library programming is suspended until further notice.**

As the circumstances, laws, and regulations surrounding COVID-19 are continually evolving, this policy is reviewed regularly. The goal of the Kalkaska County Library Board of Trustees is to return to normal library operations as quickly and safely as circumstances warrant.

### **Library Hours will remain as follows:**

Monday	9:00am-5:00pm
Tuesday	9:00am-5:00pm
Wednesday	9:00am-7:00pm
Thursday	9:00am-7:00pm
Friday	9:00am-5:00pm
Saturday	9:00am-2:00pm
Sunday	Closed

**[Approved: 22 December 2020 (Supersedes policy of 9 December 2020)]**

**Signature on file**

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**Cash Cook, Board Secretary**