

Reopening plan

GOALS/OBJECTIVES

- Provide law library services inside the library's physical space to the greatest number of customers practicable.
- Moderate the number of individuals entering the law library and the length of time individuals spend in the law library to reduce the risk of viral transmission to protect the health and safety of staff and customers.
- Implement consistent cleaning practices to minimize viral transmission to protect the health and safety of staff and customers.
- Reopen in a manner that is conscientious of the neighboring space of the law library and the Self-Help Center.
- Increase hours of access to the public beyond the provisions of this proposal at such time as it is deemed appropriate by the Board of Law Library Trustees.

SERVICE TO THE PUBLIC

- Beginning September 7, 2021, the law library will reopen for appointment-only access between the hours of 9AM-12PM and 1PM-4PM every **Tuesday and Thursday** of regularly scheduled operations.
- One customer appointment per law library staff member scheduled to work on a particular day may be booked (e.g., on a day where 2 members of law library staff are scheduled to work, 2 one-hour customer appointments may be booked per hour).
- Law library customers may book appointments via the law library website. Law library customers requiring assistance may call the library to request a member of law library staff book them an appointment.
- No more than 2 people will be allowed to enter per appointment period booked. Children are discouraged from entering. The main entrance will remain locked and library customers will be granted access by a member of law library staff.
- One hour appointment slots will be available beginning at 9AM, and ending at 3PM. Customers are limited to one (1) appointment per day.
- Photocopying and printing will be cash only at a rate of fifteen cents per page. Law library staff will run photocopies and assist patrons with printing.
- Use of the law library is limited to legal research and document preparation only.
- Patrons will not move library furniture or equipment.
- Phone and email reference will continue to be provided during the reopening.
- Special exceptions to the rules limiting access may be made for planned events (e.g., monthly workshops).
- Customers requesting an exception to the rule requiring masks for unvaccinated persons may submit a Request for Reasonable Accommodation. Requests for Reasonable Accommodation must be received by a law library staff member via email or US mail no less than five calendar days before the scheduled appointment. All Requests for

Reasonable Accommodation will be forwarded to Managing Attorney Carla Ortega. The form to submit this request will be posted on the Law Library's website, or may be forwarded via email or US mail to a customer upon request.

When a member of the public enters the law library, a law library staff member will:

- 1) Confirm the customer's appointment;
- 2) Assess their need (e.g. research, photocopies, computer use, preparing forms);
- 3) Assign the person to a study table or computer or assist with using the photocopier;
- 4) As much as possible, provide reference service and instruction from the information counter only;
- 5) Place any used print materials in a separate area for cleaning and shelving;
- 6) Between users, staff will disinfect the keyboard, table, chairs, and other shared surfaces with cleaning wipes or other non-damaging cleaning products. The item/s may be marked as "Do not use" until the disinfecting cleaning period is complete.

The law library's SERVICE TO THE PUBLIC rules will be posted outside the library's main entrance, on the law library's website, and will be distributed to court administration and security.

Staff will disinfect law library surfaces prior to opening to the public between 8-9 AM and between 4-5 PM each Tuesday and Thursday.

SAFETY MEASURES

Hand sanitizer will be provided to law library staff and customers, upon request.

Though California Department of Public Health distancing guidelines are no longer in place, wherever practical, law library staff will ensure customers are provided work stations 6 feet apart or further.

All law library staff shall abide by the Covid-19 Prevention Program (CCP) for Superior Court of California, County of Kern, Rev. June 29, 2021, the terms of which are hereby incorporated by reference and made a part hereof.

DISCLAIMER

The plan is intended to assist the law library in providing a safe environment for the public and staff. The COVID-19 pandemic crisis is dynamic, therefore, this plan is subject to change.