

# Pandemic Contact Tracing and Safety Expectations for Library Patrons

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HOPKINTON PUBLIC LIBRARY

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## Purpose

The Hopkinton Public Library is committed to maintaining a safe environment for members of the public and library staff. This policy describes general expectations for patrons accessing the library building during a pandemic and defines the library's approach to collecting patron information for contact tracing.

## Patron Data and Contact Tracing

MGL Chapter 78, Section 7<sup>1</sup> states that records relating to the identity of library patrons and their use of the library are not considered public records. The C/W MARS consortium has also stated that, in accordance with the consortium's privacy policy<sup>2</sup>, data from the Evergreen integrated library system may not be used for contact tracing purposes.

The Hopkinton Public Library affirms and upholds patrons' right to confidentiality. Simultaneously, the library recognizes the public health value of contact tracing during a

<sup>1</sup> <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter78/Section7>, accessed September 9, 2020.

<sup>2</sup> [https://www.cwmars.org/about/borrowing-lending#h\\_p\\_aX7-Hgb6FKJL](https://www.cwmars.org/about/borrowing-lending#h_p_aX7-Hgb6FKJL), accessed September 9, 2020.

pandemic. To balance these two concerns, if the library collects information to assist with contact tracing, it will adopt the following approach:

- Information will be collected on a purely voluntary basis.
- Information collected for contact tracing will be stored securely, and separately from all other information that the library collects in the course of providing other services (including, but not limited to, data in the Evergreen ILS or information provided while making an appointment to use library services).
- Only the Library Director will have access to information collected for contact tracing. The Director will only release this information to the Hopkinton Health Director or Public Health Nurse, and only if a situation occurs where contact tracing becomes necessary. Patron information from sources other than the contact tracing form will not be released to outside entities for contact tracing purposes under any circumstances.
- Information collected for contact tracing purposes will be deleted or destroyed once it is at least 14 days old.

### **Symptomatic Individuals**

The library will not require patrons to complete a form affirming their asymptomatic status upon arrival at the building. However, we expect patrons to be aware of their health and to take appropriate steps to keep others safe. Patrons may be verbally requested to confirm that they are asymptomatic.

Individuals who are ill, or who live with someone who is experiencing potential symptoms of COVID-19, are strongly requested not to enter the library.

Patrons who become ill after making an appointment to use library services should contact the library to cancel or reschedule.

### **Face Coverings**

As long as a face covering order is in place in Hopkinton and/or the state of Massachusetts, visitors to the library building who are over the age of 2 years are expected to wear a face covering for the duration of their visit unless they are sitting down in a study or meeting room, completely alone, with the door to the room closed.

Face coverings should be constructed of solid material (not mesh, etc.) and should completely cover the nose and mouth.

Patrons who are not wearing a face covering may be refused entry or asked to leave the building. Library staff will make a reasonable effort to identify alternative ways of providing services to patrons who are unwilling or unable to wear a face covering.

### **Other Procedures and Expectations**

The library may implement additional expectations and safety procedures regarding public access to the library building during a pandemic. Patrons are expected to comply with all library procedures and instructions from library staff.