

**INDUSTRY-SPECIFIC GUIDANCE OF THE HEALTH OFFICER OF
THE COUNTY OF MARIN REGARDING REQUIRED BEST
PRACTICES FOR CURBSIDE LIBRARY SERVICES**

This industry-specific guidance is being issued pursuant to the May 15, 2020 Order of the Health Officer of the County of Marin Directing All Individuals in the County to Continue Sheltering in their Place of Residence (the “Shelter in Place Order”) and unless otherwise defined below, initially capitalized terms used in this guidance have the same meaning given them in that order. This guidance goes into effect on June 1, 2020.

This guidance remains in effect until suspended, superseded, or amended by the Health Officer, is supported by the justifications set forth in the Shelter in Place Order, and automatically incorporates any revisions to that order or other future orders issued by the Health Officer that supersede that order or reference this guidance. All businesses addressed herein and allowed to operate under the Shelter in Place Order are required to follow this industry-specific guidance and implement all Best Practices detailed below.

This guidance and its enumerated Best Practices may be revised by the Health Officer, through revision of this guidance or another future order, as conditions relating to COVID-19 require, at the discretion of the Health Officer. Each business identified herein must stay updated regarding any changes to the Shelter in Place Order, this guidance, and the Best Practices specifically applicable to it by checking the [Marin Recovers](#) website regularly.

**UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY CODE
SECTIONS 101040, 101085, AND 120175, THE HEALTH OFFICER DIRECTS AS
FOLLOWS:**

1. This guidance applies to all owners, operators, managers, or supervisors of any business that Shelter in Place Order permits to be open to the public in the County of Marin (the “County”) and that consist of any of the following:
 - 1.1. a library that has the ability and desire to modify daily operations in order to serve the public curbside or through the mail (a “Curbside Library Service”).
2. Each Library operating curbside services must create, adopt, and implement a written COVID-19 Site-Specific Protection Plan (a Site-Specific Protection Plan template is available online at [marinrecovers.com](#)) that incorporates and addresses all applicable Best Practices included in this guidance.
3. Depending on the nature of the business covered by this guidance, there may be certain people associated with the business that are subject to this guidance. Collectively those people are referred to by this guidance and the Best Practices as “Personnel”, and those people include all of the following who provide goods or services associated with the business in the County: employees; contractors and sub-contractors (such as those who sell goods or perform services onsite or who deliver goods for the business); independent contractors (such as “gig workers” who perform work via the business’ app or other online

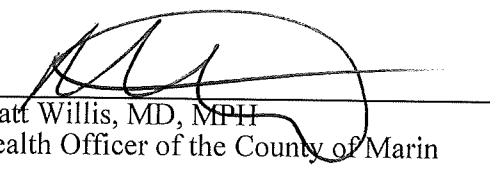
interface); vendors who are permitted to sell goods onsite (such as farmers or others who sell at stalls in farmers' markets); volunteers; and other individuals who regularly provide services onsite at the request of the business. This guidance requires the business to ensure that Personnel who perform work associated with the business are addressed by the COVID-19 Site-Specific Protection Plan and comply with those requirements.

4. Implementation of this guidance augments—but does not limit—the obligations of each Library under all other existing Health Officer Orders, including, but not limited to, all requirements of the Facial Coverings Order and the obligation to prepare, post, and implement a Social Distancing Protocol as required by the Shelter in Place Order.
5. Best Practices for Curbside Library Services:
 - 5.1. All library buildings and facilities must remain physically closed to the public, but Curbside Library Services may begin delivering requested materials to patrons either via curbside service or by mail.
 - 5.2. Library Personnel must wear masks as required by the Health Officer Order on Face Coverings, gloves, and strictly comply with all Social Distancing Requirements when inside the library preparing materials for mailing or pickup.
 - 5.3. Materials will be provided to patrons in one or more enclosed single use bags at designated times or by appointment. Library items may not be handled or touched during curbside transactions.
 - 5.4. Personnel and patrons will maintain at least 6 feet social distancing with no physical contact. Social distancing will be enforced using signs and markings on the sidewalk.
 - 5.5. Curbside pick-up/return access points shall be clearly designated and marked and meet the criteria established by the local jurisdiction to do so.
 - 5.6. Library items may not be displayed on the sidewalk or outside of the building.
 - 5.7. Personnel will clean book drop handles regularly throughout the day and encourage patrons through signage to be diligent about handwashing after opening book drops.
 - 5.8. Patrons will be directed to place curbside returns in bins; these bins shall then be moved inside the library and quarantined for 72 hours.
 - 5.9. Any materials returned at curbside or through the mail will be deposited in designated return areas by patrons or Personnel, then quarantined for 72 hours. Quarantine length may be adjusted based on changes to industry standards and/or pending results from studies from the Institute on Museum and Library Services (IMLS) and the library professional community.
 - 5.9.1. After quarantine, materials will be checked in by library staff using appropriate PPE and in compliance with all Social Distancing Requirements.
 - 5.9.2. Materials will be placed in bins, dated, and stored.
 - 5.9.3. Materials will be organized by date, preferably in open air.
 - 5.9.4. Materials returned on the same day will be kept together on carts, tables, etc., with a date label attached
 - 5.9.5. No materials shall leave the library prior to the end of the 72 hour quarantine period.
 - 5.9.6. Delivery drivers may no longer sort materials in the truck.
 - 5.9.7. Sorting of combined material bins will be handled at MARINet headquarters.

5.9.8. No materials will be moved between libraries unless they have been quarantined for a minimum of 72 hours.

5.9.9. Patrons should be notified that the check-in of their returned materials will be delayed due to quarantining via systemwide messaging.

6. This guidance is issued in furtherance of the purposes of the Shelter in Place Order. Where a conflict exists between this guidance and any state, local, or federal public health order related to the COVID-19 pandemic, including, without limitation, the Site-Specific Protection Plan, the most restrictive provision controls. Failure to carry out this guidance is a violation of the Shelter in Place Order, constitutes an imminent threat and menace to public health, constitutes a public nuisance, and is a misdemeanor punishable by fine, imprisonment, or both.


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Health Officer of the County of Marin

Date: May 29, 2020