



Santa Barbara Public Library

Central Library
40 E Anapamu St.
PO Box 1019
Santa Barbara, CA
93102
Tel: (805) 962-7653
Fax: (805) 564-5660

Carpinteria Library
5141 Carpinteria Ave.
Carpinteria, CA
93103
Tel: (805) 684-4314

Eastside Library
1102 E Montecito St.
Santa Barbara, CA
93103
Tel: (805) 963-3727

Montecito Library
1469 East Valley Rd.
PO Box 5039
Santa Barbara, CA
93108
Tel: (805) 969-5063

Limited Reopening of Library Facilities

Assuming the following conditions are present, Public Health Guidelines allow for all operations, and Santa Barbara County is in an “orange” or “yellow” tier by June 1st, the Library will transition to a limited reopening model. By this time, all library staff will have had the opportunity to receive both doses of vaccines plus a 14 day incubation period. These policies will be updated as new guidelines from the State of California and Santa Barbara Public Health Department.

Important information to know:

- Visits must be kept to 30 minutes or less
- The number of patrons in library facilities will be limited to 25% capacity by Library space (see table below)

Santa Barbara Public Library Phased Reopening Plan

GENERAL GUIDELINES

The Library considers the following factors (in addition to county public health orders) when evaluating how and when to make changes to modified services levels adopted in response to the COVID-19 pandemic: to what degree the service can be equitably offered in an online format, and if it is possible to achieve the goal of the program or service by delivering it in a manner that is consistent with social distancing guidelines. The safety of staff and the public are the utmost priority.

CUSTODIAL/FACILITY

The following practices have been implemented:

- Increased deep cleaning of library facilities following City/County protocol, and CDC guidelines and procedures. A map and list of high touch surfaces have been provided to custodial staff, which will be sanitized hourly when in use by the public.
- Continued ongoing extra hightouch cleaning at all facilities, with attention to door knobs, fixtures and restrooms on a regularly scheduled basis.
- Ensured janitorial services has been trained to use social distancing, and they are in compliance.
- HVAC systems are serviced regularly and comply with CDC guidelines.

PERSONAL PROTECTIVE EQUIPMENT

Before introducing onsite and/or in person services, each Library facility will have on hand a month's supply of CDC-approved cleaning spray, sanitizing wipes, tape, cloth face masks and gloves on hand to last for a period of one month minimum; i.e, 5 bottles of spray, 5 packets of sanitizing wipes, 5 boxes of gloves, 1 face mask for each Employee, and 50 masks to make available for patrons who may need them.





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Supervisors are responsible for ensuring these supplies are on hand every day, and the Administrative Specialist will restock regularly as needed and track usage so Library Administration can maintain enough back stock of supplies.

The library facility cannot operate without these supplies and PPE available to staff, and may adjust service levels or hours of operation due to supply chain barriers that prevent maintaining a month's supply of PPE. If the County moves into a more restrictive tier based on public health indicators, the Library will adhere to the updated public health order and may exceed the requirements of the public health orders.

SAFETY TRAINING AND PROCEDURES

- Ensure staff have been trained on all guidelines in this document, and all safety procedures, and that training is ongoing and regular, including updates on new research and best practices, in cooperation with Risk Management
- Ensure that social distancing guidelines are in place and posted for staff at all library facilities, as found in the most recent [Santa Barbara County Public Order](#). Onsite staff members are responsible for ensuring social distancing protocols are maintained at all times. Employees should report any issues with compliance to these protocols to their supervisor immediately.
- Library staff will assess their own symptoms daily and not report to work if experiencing a fever or any potential COVID-19 symptoms.
- Staff will wear masks while working in library facilities at all times unless they are in a personal workspace with a closed office door. Staff will wear masks when in any shared spaces, while walking through the building, while providing customer service even while social distancing protocols are observed, while emptying book drops, offering outdoor program, etc.
- Staff will not share library equipment or workspaces, except when absolutely necessary.
- Any surfaces that must be shared will be disinfected frequently between shifts or use, including shared office equipment such as copiers, keyboards, etc., at a minimum of once per hour. Library staff are responsible for their workspace and checkout station, custodial staff will sanitize high touch surfaces that the public may come in contact with hourly. Periodic breaks from services may be enacted in order to complete sanitization.
- Outside mail personnel, delivery personnel, and library vendors who are allowed into the library facilities during this time must be done so only with social distancing guidelines in place and while observing all safety protocols (washing or sanitizing hands, wearing masks, etc.)
- All press, publicity, signs, Codes of Conduct, policies, and public information will be posted in highly visible and high traffic areas. Materials will be available in Spanish and English and signage should use pictures to illustrate procedures whenever possible.
- Workplace terminals will be stocked with proper sanitation products, including hand sanitizer and sanitizing wipes.

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- Plexiglass barriers will be set up around customer service stations for circulation and issuing of library cards. Any interactions with patrons outside of service desks will only be conducted in a manner consistent with social distancing.
- Library staff will ensure they maintain best efforts to follow CDC standards for personal cleanliness and hygiene by not touching their faces, any food or drink items they may consume, without washing their hands first. They will wash their hands as often as possible, but before and after each work shift at a minimum.

SERVICE MODEL AND PROCEDURES - INDOOR HOLDS PICKUP AND LIMITED BROWSING

HOLDS

Customers are allowed to place holds in the library's online catalog remotely, through staff over the phone, or through the Library's public catalog stations. Patrons may retrieve holds from the holds shelf and use self-checkout machines.

Library staff process holds at their respective branches, and send holds to other branches as required.

The library courier or staff deliver books between libraries, using PPE and social distancing protocols as described above.

After consulting with Risk Management and reviewing recent research on the transmission of COVID-19, the Library is discontinuing the practice of sanitizing materials. Fomite transmission has been determined to be an insignificant risk by the CDC. Since library materials are touched infrequently and by a limited number of people during processing, they will not be disinfected prior to being placed on the holds shelf or on a browsing display. Materials for patrons to sanitize their own materials will be provided.

RETURNS

Library exterior book drops remain open so that customers may return materials to the book drops. Print and AV materials must be returned to exterior return bins by the customer, or into the automated materials handling window at Central Library. Kits, Library of Things items, and oversized materials may be returned to staff at a service desk.

TECHNOLOGY SERVICES

Public WiFi access is available, but patrons are limited to the 30 minute visits. Patrons may use their own devices at tables and chairs, which will be spaced out to allow for social distancing. Patrons are not able to move furniture in the library and only one patron per table is allowed, unless they are members of the same household (see staff if an additional chair is needed). Tables and chairs are intended for the use devices and Library wifi.

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Computer usage will be available on a first come, first serve basis, with limited terminals available to allow for social distancing.

Computer use will be limited to 30 minute sessions, and only by those with an SBPL library card (all access, digital, Student Success, or internet only card - no guest passes will be issued).

Computer keyboards, mice, and workstations will be sanitized between uses. Computers are set up more than 6 feet when possible, otherwise, the number of computer stations are limited to allow for social distancing. Staff will provide limited support for computer use, but only in a manner consistent with social distancing. If patrons need more assistance than can be provided by staff verbally from a distance of six feet, they may book an appointment for assistance on the Eastside Library Patio if their needs are consistent with the services provided by the Adult Education division (see SBPL Works! Appointments information below).

Copy machine and printer access will be available.

LIBRARY SERVICES INSIDE THE BUILDING

Library customers will be allowed into the library. Visits will be limited to one 30 minute session daily. Library patrons must comply with social distancing guidelines and wear a face mask at all times as specified in the County of Santa Barbara public health order. If the State or County rescind a mask order (ie, for individuals who have been vaccinated for COVID-19), the Library will require masks to be worn inside and will not create a “vaccine passport” system. Individuals who cannot wear a mask for health reasons may continue to receive services via Homebound services, the Library’s digital resources, or phone or email. Santa Barbara Public Library will still require masks to be worn outside buildings if the building is at capacity, and Library patrons wait in line at one entrance (ADA accessible) that is clearly marked with six foot intervals, and approach the library facility and are allowed into the building by library staff as needed, based on the building capacity limits at that location (see table below). Signs at entrances clearly indicate these procedures in both English and Spanish, as well as using picture-based images. If multiple entrances exist, one entrance is designated for public entry. Pathways are one-way in order to prevent congregating and to ensure that social distancing can be maintained.

Patrons are able to go to the service desk one at a time. They must use social distancing along with staff by staying six feet in front of the staff member when communicating with them. Tape and arrows on floors/signs may be used to guide and direct patrons as needed.

Staff may issue new physical library cards in person while following all social distancing protocols and wear masks. For example, patrons may set IDs down on desks and step back/aside while the staff member reviews the items, and prepares the new library card. The staff member then returns the ID and new card to the customer by setting it down on the counter, stepping back/aside, and the customer approaches to pick them up.

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No food or drink are allowed in facilities.

Restroom facilities are available, and the time in the facilities counts towards the 30 minute time limit.

All furniture will be spaced throughout the facility to allow for social distancing.

Surfaces of the service desk will be wiped down by library staff as often as possible. Staff will continue to wear masks while helping customers at all times.

No indoor programming will be offered at this time.

Hanging of art in the Faulkner Galleries will begin in July 2021. Time spent viewing art will be included in 30 minute visits.

Patrons who do not adhere to library staff direction and policies, including the 30 minute time limit, will be asked to leave or even be suspended per the Library's existing Rules of Conduct.

Site Specific Guidelines for Capacity Inside Building (Not Including Staff):

Central Library	94 people <ul style="list-style-type: none"> ○ Children's Library: 12 individuals ○ Main Level: 50 individuals ○ Adult Education: 2 individuals ○ Upper Level: 30 individuals
Eastside Library	11 people
Carpinteria Library	1 household or 6 people
Montecito Library	1 household or 4 people

SBPL Works! Appointments

Appointments for SBPL Works! Assistance with job searching, applications, interview preparation, or related services will be offered at the Eastside Library patio.

Services will be offered outside using Library laptops. Interactions will be limited by social distancing, wearing of masks, and other public health guidelines.

Adult Literacy and OG Readers Tutoring

The only exception to the 30 minute visits are for tutor-learner pairs using library spaces for tutoring sessions. They may use Library facilities for up to 1 hour.

Updated 5/17/21



