



Dear Community of Portage,

It is of utmost importance to us to provide you with fundamental services in the safest way possible. With this mission in mind we are prepared to offer increased in-library service.

Based on the Department of Public Instructions guidelines we will allow a measured 10% capacity access into the library. Appointments will no longer be necessary. Instead we will monitor the number of patrons entering the library at any time. Upon arrival a door monitor will welcome you into the building, unless we have reached capacity. When we reach 10% capacity a sign will be placed on the windows outside the front door. More patrons will be allowed in, once patrons inside the building depart.

The Children's entrance will remain closed, so patrons will be expected to enter and exit from the front entrance. One door will be designated the IN door and the other will be assigned the OUT door, to curb close contact when entering or leaving the library.

While inside of the library we ask that you practice social distancing, sanitizing protocols, and mask protection. Our staff will be wearing masks when we work with the public and we ask that you do the same. If you are checking out materials, self-checkout machines offer you a safe alternative to face to face checkout. The library cannot guarantee that social distancing and safe practices will be observed by every patron. Responsibility for exercising caution and safety rests with each individual.

We are all eager to welcome our community back into our library. We want to encourage safe practices, in order to reduce the risk of transmitting Coronavirus.

If you are experiencing any COVID-19 symptoms we ask that you do not visit the library.

For a full list of symptoms please visit:

<https://www.cdc.gov/coronavirus/2019-ncov/symptomstesting/symptoms.html>

Thank you for your understanding and commitment to safety,

Portage Public Library Staff