Our goal is to continue operating the library at appropriate levels while ensuring the safety of our members, volunteers, and visitors. Towards that end, we continue to ask that anyone with symptoms of what could possibly be COVID-19 help everyone by staying home and using our online resources.

Using the health guidelines from the CDC and State of Vermont, we’ve made decisions as to what measures we can ease, and what we will keep in place for the time being in order to prevent the spread of illness, as well as reassuring our members and visitors that their safety is our priority. These measures are listed below and will continue to be monitored and updated by the VT-FCGS Board of Directors and communicated to our members and visitors.

**Library**
When the library is open, the number of people allowed in the library at any one time will be eighteen visitors and three volunteers. Chairs have been removed from some areas and in the computer room only every other computer will be available for use. We ask that you not make changes to that set up. If you need to work closely with someone for any reason, please speak to the volunteer on duty.

Those planning to visit the library will register online through the website, www.vtgenlib.org, or by calling 802-871-5647. Volunteers will also register their plan to work on any given day. If your plans change, please let us know so that someone may take your place.

Walk-ins will be allowed entrance only if reservations and space limits have not already been met, and if they comply with protocols.

**Visitors, as well as volunteers staffing the library, will be required to:**

- Call and cancel their visit or shift if they experience any symptoms of what could be COVID-19 (or variants). Should someone come in while exhibiting symptoms of illness they will be asked to leave.
- Cancel any visits or shifts they are scheduled to work and follow Health Department protocols, if they learn that an area they recently visited has become a “hot spot”, or that a person with whom they have spent time has tested positive.
- Face masks are optional.
- If you choose to wear gloves, please - NO LATEX - as some individuals have severe allergies.
- Use hand sanitizer when entering and leaving the building.
- A Visitors log book will be kept for attendees, including phone numbers of non-members.
- Members and guests coming into the library on a day other than Tuesday or Saturday, whether it be to work, take a tour, do research, etc. will also register in the log book and follow COVID protocols.
- We encourage people to maintain a minimum of 6-foot social distancing.

**Other**

- The Breakroom will be open and use of the room will be limited to two people at a time.
- Visitors and volunteers may bring food and drink for their own use.
Requests for curbside pick-up of books from the Lending Library will continue. Please make requests via email, or by phoning.

We will continue to provide on-line options for our members. Specifically, MyHeritage.com and other resources are available in the Member section of our website.

Decisions about the format of our annual fall conference and business meeting will be made as we go forward. The hope would be to hold them in-person.

Classes and workshops in the upcoming months will be offered only online.

**Safety & Cleaning**

- Bottles of hand sanitizer are located in a number of spots throughout the library to encourage use.
- Bathrooms will be cleaned at least once each day we are open, and more often as needed.
- Books, microfiche, film, folders, etc. will no longer be quarantined, but our policy going forward will be to return them to marked carts and boxes for re-shelving by staff.
- Frequently touched surfaces such as door handles, surfaces and equipment will be wiped down at least once each day.
- A plexiglass divider has been installed at the entry desk and other areas as appropriate.

**COVID-19 Increase**

If the level of COVID-19 cases increases in our area, or if we have a positive case at the library, we will seek guidance from the Vermont Department of Health.

June 18, 2022