**Foley High School Library COVID Policies and Procedures**

**per Baldwin County Schools**

* Circulation of books should be conducted by class, and not individually. No students in the library during class changes or lunch, other than those with a class.
	+ We will use the OPAC and email to check out books to students and have them available for pickup at the table at the front of the library.
* Books must be returned to a container and be quarantined for 24-72 hours.
	+ We will use the Book Drop, located outside the library to collect returned books. Returned books will be placed in containers and placed in quarantine for the required amount of time before being returned to a shelf.
* Emphasize digital collections.
	+ We already have videos introducing students to our virtual collections and we will continue to add to these. They will be available on the school website.
* Classes visiting the library must follow social distancing guidelines including 50% capacity, furniture arrangement, and seating arrangements.
	+ We have created a seating arrangement and chart for teachers visiting the library and placed appropriate signage indicating social distance seating.