



## ALL DISTRICT MEMO

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**TO:** All District Employees  
**FROM:** Fred James, Acting Executive Director  
**DATE:** June 25, 2020  
**SUBJECT:** Staff and Customers Required to Wear Masks/Face Coverings

**In accordance with the State of Nevada's June 24, 2020 Guidance Directive on Face Coverings (024), LVCCLD Administration is providing the following operating guidelines to all of our staff members.**

- **Staff should continue to wear masks/face coverings while at work**
  - A face covering should be worn in all public spaces or if you are within 6 feet of another individual.
  - General Services has ordered reusable/washable cloth masks for District staff. When these masks are distributed, all staff shall discontinue use of the District-supplied **disposable** masks and only wear the District-supplied cloth mask or their own face covering.
  - District-supplied disposable masks will be reserved for customers as outlined below. To obtain additional disposable masks, contact Cherrie Delaney at [delaneyc@lvccld.org](mailto:delaneyc@lvccld.org).
- **Per state directive, customers of LVCCLD are required to wear a mask/face covering while on premises**
  - Staff should monitor customers entering the branch to ensure required mask/face covering is being worn. Please note that District Security has been advised of their role in helping to monitor face coverings, however it is not their job to stand at the front door and monitor customers as they come in the building.
  - The Governor's directive provides for exemptions to this policy, as follows:
    - Children under 2 years of age should never wear a face covering.

- People who have a mental health condition, medical condition, or disability that prevents them from wearing a face covering. This includes people with any medical condition for whom wearing a face covering can obstruct their breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- Children, ages 2 to 9, are strongly encouraged to wear a face covering but are not required to wear one.
- People who are hearing impaired, or when in communication with an individual who is hearing impaired where the ability to see the mouth is essential for communication.
- People who are eating or drinking can remove the face covering during those activities.
- Staff should adhere to the following procedure if customers are present at a branch without a mask:
  - Approach the customer and politely ask them to wear the required mask/face covering (signs will be posted at all branches). Ascertain if they have any of the above-described conditions that prevent them from wearing a mask.
  - If a customer (who doesn't have exemptions described above) indicates they do not have a mask or face covering, offer the customer a District-supplied disposable mask to wear while on premises.
  - If the customer refuses to wear the mask, politely restate that it is a state requirement and they will be asked to leave the premises if they do not comply.
  - If they continue to refuse, disengage the customer and proceed with Library Rules of Conduct policy violations guidelines.

Additional signs about wearing masks are available in the COVID-19 folder on Voyager: <http://voyager/uploads/content/1169.pdf>

**Please contact your direct supervisor or Human Resources if you have any questions regarding this subject. A copy of this memo is also available on the Voyager web page <http://voyager/index.cfm?pg=48>**