



ALL DISTRICT MEMO

TO: All District Employees
FROM: Fred James, Acting Executive Director
DATE: November 23, 2020
SUBJECT: New Governor Directive – Nevada Statewide Pause

NEVADA STATEWIDE PAUSE – NEW DIRECTIVE FROM GOVERNOR SISOLAK. On Sunday, November 22, 2020, Nevada Governor Sisolak issued orders for a three-week “Nevada Statewide Pause” to commence tonite at midnight. “Nevada Statewide Pause” guidelines can be found here: <https://nvhealthresponse.nv.gov/wp-content/uploads/2020/11/NV-Statewide-Pause-Guidance-Matrix.pdf>. The purpose of the new guidelines are to stop or slow the spread of COVID-19 cases which have been growing at an alarming rate across the state.

Today, the Executive Council met, reviewed the Governor’s directive, and determined that the current configuration of library and partner operations will remain the same, with three exceptions:

1. Occupancy levels/building capacity has now been reduced to 25% based on applicable fire code (reduced from 50% capacity)
2. The maximum group size has been reduced to less than 50 people (reduced from 250)
3. Stronger mask mandates – the new guidance requires people to “Wear a mask at all times when you are around someone who is not part of your immediate family – whether indoors or outdoors.”

For the Library District, the new restrictions on lower building capacity and lower group size are what we were operating under when we brought back services in late June. To adjust back to those levels to be in compliance with the new directives, several activities are underway:

1. The General Services department is updating and posting the new occupancy levels for buildings and performance venues.
2. The Community Engagement department is updating the venue information for the website and Communico with new maximum occupancy information. They are also communicating with all customers who have existing reservations about the changes in occupancy restrictions. Managers in Gallery Services, Literacy Services, Youth Services, and Programming and Venue Services are also adjusting operations as needed. Partner programs such as One-Stop Career Centers, Employ NV Business Hub, and VSA services will continue, with those operators ensuring compliance with the new directives.

3. Branding and Marketing is preparing a media release, working on media inquiries, building signage, and website content revisions to let the public know that most of our services are not affected by the new orders because we are already in compliance.
4. To ensure Library District compliance with the new "Nevada Statewide Pause," building capacity limits, we will ask our Security Guards to do a complete customer count in the building as they accomplish their hourly walk-through. These counts will be recorded and verified by the Branch Manager, Assistant Branch Manager, or Person-In-Charge (PIC) who is on duty. At this point, we do not anticipate that current levels of business will exceed the 25% capacity threshold, however, if branch traffic and use do come close to exceeding capacity numbers, Acting Library Operations Director will launch a customer control protocol where branch staff will monitor and control the number of people entering the building.
5. Safety Manager **Nicole Baker** has updated the Library District's rules on mask-wearing while at work as follows:
 - a. Masks should be on BEFORE you enter the building
 - b. Make sure your mask covers your mouth and nose at all times
 - c. Masks are required at all times when working with staff, the public, and in shared spaces
 - d. Masks are NOW required when outside and interacting with another staff member or patron

The only exception to the mask rule is:

- e. Mask can be removed when actively eating or drinking.

At this point, the Library District will not be monitoring mask-wearing in the parking lots, however, if this becomes an issue, please notify Nicole Baker immediately at bakern@lvccld.org (702.507.6199).

STOP THE SPREAD. We wish all of you healthy and beautiful Thanksgiving and Family Day holidays. We hope you understand that we will only be successful and avoid further business shutdowns if everyone plays their part in keeping themselves and others safe.