

**JENKINS LAW LIBRARY  
REOPENING PLAN  
*Effective September 8, 2020***

**Admittance to the Library will be by appointment only.**

Jenkins Law Library staff will be scheduling users for 2 hour blocks of “legal research” time only, one group in the morning from 10:00 am to 12:00 pm and the other group in the afternoon from 2:00 pm to 4:00 pm. In order to ensure proper social distancing, the Library will limit the number of users in each block to four in the morning and another four in the afternoon. Please be advised that there will be no same day reservations.

**Request for Admittance to Library**

A member\* who wishes to request admittance to the Library must do so by completing a reservation.

At this time, for everyone’s safety, the library will not be renting our conference rooms.

**Admission to Ten Penn Center**

You can only visit the library once you have a confirmed appointment date and time. Please be aware that you may not bring guests with you.

The building requires all visitors to wear a mask while in the building. The entrance to the building for visitors to the 9<sup>th</sup> floor is through the revolving door closest to 18<sup>th</sup> street. Once inside the building, if you are a Jenkins member, tap your membership card on the side of the security desk and proceed to the elevator. All other visitors must have their temperature checked by the lobby staff before they will be allowed to proceed to the elevators.

**While at the Library, all users must adhere to the protocols described below.**

Safety protocols for visiting the library:

- If you have COVID symptoms (fever, coughing, difficulty breathing, etc.) or have been exposed to someone that does, you should not use the library.
- Masks or facial coverings must be worn properly at all times. At no time should a mask be worn below the nose or be removed to speak with someone.
- Masks are not to be removed to sneeze or cough.
- Users must practice social distancing of 6 feet apart from others at all times when in the library.
- To ensure proper social distancing, users must work at library-approved, properly-spaced workstations and tables.
- Sanitizer should be used regularly - available throughout the library, or hands washed frequently.
- Gloves must be worn when selecting materials from the shelves. They will be available at the front desk. Materials should be placed on a nearby book cart after use so that they can be properly sanitized.
- Staff will be using protective gear to interact with users.

Policy:

- No entry allowed into the library until designated appointment time.
- Visit is limited to 2 hours, no exceptions.
- Users must exit the library at the end of their reservation time.
- Users are limited to one reservation per day and two visits per week.

For the health and safety of our staff and library users, we thank you for your understanding and cooperation!

**The library reserves the right to ask you to leave the premises if you do not comply with all of the above.**

\*Non library members may contact us at 215.574.1500 to request permission to use the library