

JAY INSLEE
Governor



STATE OF WASHINGTON
Office of the Governor

TO: Interested Stakeholders

FROM: Governor Jay Inslee

DATE: June 2, 2020

SUBJECT: Resuming Certain Library Services under Proclamation 20-25.

This memorandum serves as the criteria for resuming limited distribution services at public libraries, public library systems, institutional and governmental libraries, and libraries of higher education in Washington State in Phase 2 and is effective June 1, 2020.

After consulting with stakeholders, we have developed the following Phase 2 – “Curbside Library Services COVID-19 Requirements.” These requirements apply as long as Gubernatorial Proclamation 20-25, or any extension thereof, is in effect or if adopted as rules by a federal, state or local regulatory agency.

For purposes of this memorandum, library distribution services are limited to mail orders and curbside pick-up. In-person services other than limited curbside pick-up are not permitted, and libraries should remain closed to the public under Phase 2.

This memorandum supersedes any conflicting provision in the Appendix to Proclamation 20-25, “Essential Critical Infrastructure Workers” and stands in the place of any other omission from the document.

Library services may resume immediately with limited service operations if a specific library:

- Can meet and maintain all requirements, including providing plans, supplies, and equipment needed to comply;
- Conduct only those activities that are allowed under their county’s phase status;
- Quarantine each returned item for a minimum of 24 hours before re-distributing;
- Provide all staff with facemask and gloves and require all staff to wear facemasks and gloves when preparing orders; and
- Require all staff to maintain at least six feet of space between workstations and maintain a distance of at least six from each other at all times.

General questions about how to comply with safety practices can be submitted to the state’s Business Response Center at: <https://coronavirus.wa.gov/how-you-can-help/covid-19-business-and-worker-inquiries>.

All other violations related to Proclamation 20-25 can be submitted at: <https://bit.ly/covid-compliance.com>.