To: All Shasta Public Libraries Patrons, Volunteers, and Employees  
From: Shasta Public Libraries  
Date: March 13, 2020  
Effective: Immediately  

Dear Valued Patrons:

We want to provide you with information regarding the COVID-19 virus and steps the City of Redding, and Shasta County are taking to help ensure the safety of all Shasta Public Libraries visitors and staff.

In each of the Shasta Public Libraries branches, the health, safety, and well-being of our patrons, volunteers, and employees are our top priorities. We want to assure you that we are attentively monitoring this rapidly evolving situation with COVID-19, or the novel Coronavirus. We are reinforcing our current health and safety procedures, which align with the recommendations from the Center for Disease Control and Prevention (CDC). Additionally, we are assessing any necessary contingency plans should the status change in the future.

In order to maintain a safe environment and address patron and staff concerns, we are taking precautionary measures with the following:

- All library programs and events are cancelled through April 13, 2020.
- Social distancing measures are taking place by creating more space between public computer stations.
- Taking extra care in keeping high traffic and high touch areas clean, such as computer equipment, table tops, and circulation desks.

We are working hard to ensure the protection of all who pass through our library branches. Here are some steps you can take to protect yourself:

- Avoid close contact with people who are sick.
- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place.
- Cover your coughs and sneezes with a tissue or the inside of your elbow.
- Stay home if you are feeling sick.
- Clean and disinfect frequently touched surfaces often.
- Contact your health provider if you have any questions or concerns about your travel history and symptoms.

Our first priority remains keeping the patrons, volunteers, and employees of the Shasta Public Libraries safe and well informed while doing what we can to help minimize the potential spread of the Coronavirus. Our thoughts are with anyone already affected by COVID-19.

Sincerely,

Elizabeth Kelley, Interim Director of the Shasta Public Libraries