**Outdoor Programming and Outdoor Outreach Best Practices**

Timeline: Advent with “Sit & Stay” stage – projected May 1, 2021

Outdoor programming and outdoor outreach during this stage is optional, at the discretion of the Library Manager, and should be based on:

* Community need
* Staffing
* Appropriate outdoor space suited to programming needs

**Outdoor Programming**

Best practices:

* Model appropriate behavior by wearing masks and keeping 6ft+ distance
* Support social distancing for customers
  + In children’s programming, this may mean using carpet squares, hula hoops, or sidewalk chalk to delineate personal spaces
  + In teen and adult programming, this may mean spacing out chairs or work stations 6ft+ apart
* Focus on small group safety instead of attendance numbers
* Provide hand sanitizer near any shared supplies, sign-in sheets, or outdoor book carts/displays
  + Provide two bins or display spaces: one labeled “Clean” and one labeled “Used”
  + Encourage participants to place all handled items in the “Used” bin for cleaning
* Library Market guidelines
  + Set manageable attendance/registration numbers
  + Use “Outdoors” location for each library
  + Use “Outdoor programming” as the program type
  + Include clear instructions on where customers will meet in Library Market entries and in any promotion
  + Indicate that outdoor programming is “weather permitting” in Library Market entries and in any promotion
* Crowd control is difficult in an outdoor setting, consider not widely publicizing events or only creating events a few days beforehand
* Holding only one outdoor program at a time is recommended. Communicate with others on your team about scheduling.
* Use sound system and microphone when needed
* Consider providing water, using tents or canopies, and scheduling programs during the least hot parts of the day