



## **Phased COVID-19 Reopening Plan**

**Approved by library board 4/29/2020**

***\*This plan may be altered by the Library Director as needed\****

### **Phase 1: May 18, 2020**

#### **Staff Guidance:**

- Phase will begin with only staff permitted in the library building 5/11/2020.
- Remote work from home encouraged with minimal staff in building to provide patron services
- Staff provided with training and technology needed to keep engaged remotely
- All staff watching videos on best PPE practices
- Frequent staff hand washing when handling public materials
- Staff self screening for temperature and symptoms before entering building
- Social distancing practiced at all times
- Staff separated into Zones with separate entry/exit points to limit interaction with each other
- 72 hour consecutive period each week of library building being closed to the public.
- Increased support and expectations of staff hours spent working at home
- Staff must wear a mask when in areas other than their office/designated area. Eye protection also provided by the library.
- Staff assignments may not match job description

### ***Enhanced Cleaning/Distancing Procedures:***

- During curbside, use push button to open front door....disinfect button frequently
- Eliminate non-essential items on flat surfaces in the library
- Building closed for at least 72 hours immediately if there is a positive test
- Items returned only through book drop and will be quarantined for 72 hours
- Emergency computer use patrons must have mask or cloth covering over nose and mouth
- Staff enter and exit building at different times.....through different entrances
- No public use of the restrooms
- Increased disinfecting of lobby area and surfaces

### ***Patron Services:***

- Limited curbside, video chat, email, and phone service
- Curbside book service via calls, Evergreen holds, and email
- Contact with patrons will be through placing of items in trunk only
- Limit on checkouts based on staff ability and quarantine procedures.
- Appointment only public use of laptop computer, copier, and fax machine in the lobby...wiped down and disinfected between uses. This use will be restricted to emergency business.
- Reduced hours of operation each week
- Video chat access to library departments and resources
- Programs provided via video/livestream only

## **Phase 2: Upon Library Board Approval**

*All procedures from previous phase except the following changes----*

- Return to full hours
- Lobby: tape on floor to mark distancing, carpets and unnecessary objects/surfaces removed
- Additional laptop computer stations placed in lobby
- No appointment needed for lobby services
- Transits may resume with 72 hour quarantine of items

## **Phase 3: Upon Library Board Approval**

*All procedures from previous phase except the following changes----*

- Mask use suggested but not required for patrons
- Staff screening no longer required
- Entire library building open to public
- Social distancing still in place
- Items may be returned in-building
- Return to normal circulation limits
- Separating of public computers and common seating areas
- Meeting use only in Kiwanis Room (Rotary room too small)
- Outreach services resume to homebound patrons
- Plexiglass barriers on circulation, reference, and local history desk

## **Phase 4: Upon Library Board Approval**

- All services including programming and outreach resume as per normal operations