

## **Sebewaing Township Library Pandemic**

### **Phased Re-opening Plan**

#### **Phase 1: Curbside Delivery\***

##### **Curbside Service** (2-4 Weeks Minimum)

- Contact patrons who already have items on the hold shelf.
- New requests for curbside service.
- Curbside service policy attached.

**Staff are encouraged to stay home if showing any symptoms of COVID19 (or another person in their home is showing symptoms or has tested positive).**

#### **Phase 2: Re-opening Plan for Building (25% Capacity)\***

- Masks required for staff and patrons
- Plexiglass shields in place at the front desk. Book Carts can be used to block the open desk entrance from patrons. Door from the entrance and vestibule at the front desk area will be propped open to reduce touchpoints.
- Gloves will be worn by the staff when handling drop box materials and to clean books left on the book cart after browsing.
- Sanitizer will be available at the front desk for patrons. Spray sanitizer will be used by staff.
- There will be no play area, checkers, chairs, sofa, newspaper reading. No loitering.
- The community room will be closed until further notice and be used to store extra furniture, quarantined materials, etc.
- Programming activities will only exist online or in whatever capacity we can supply we can supply to the patrons homes/outside the building with no staff contact.
- Add in limited number of patrons in building. Signs will still be posted to remind them to wear masks to protect staff, other patrons and themselves.(Look into social distancing capacity)
- One person per family or two if it is parent and child
- Handicapped door will be used as an entrance only and the front desk door will be used as the exit. Exceptions will be made for handicapped individuals and for those with a stroller in which the handicapped door will be used as their entrance and exit.

- Taped X's will be placed on the floor at the service desk showing 6 ft. distances. Stack aisles will be one-way and tape arrows will be placed on the floor indicating directionality.
- Curbside service continues
- Children's Room will be open on Mondays and Fridays by appointments for one family at a time for a 30 minute window to choose their own materials. Patrons who do not have appointments can request materials at the front desk/over the phone/through the catalog and staff will retrieve them from the children's room.
- Internet access: Computers by appointment - very strict social distancing, chairs moved, disinfecting computer stations between uses, requiring staff and patrons to wear proper protective wear. Patrons requiring computer assistance will only receive as much assistance as the staff can provide verbally.
- Other services offered by appointment: faxing, copying, scan, lamination
- Staff will sanitize touch points in the building at least twice daily.
- One door will be designated as in and one door will be designated as out. Exception will be made for handicapped individuals who will use the handicapped entrance for both in/out use.
- Patrons will be encouraged to place any books they have touched and are not taking to place them in a designated spot for sanitizing before staff will reshel them.

**Staff are encouraged to stay home if showing any symptoms of COVID19 (or if another person in their home is showing symptoms or has tested positive). Staff will be provided with masks and be required to wear them at all times if medically tolerated. Masks will have elastic ear loops and an extension can be provided if needed.**

### **Phase 3: Re-opening Plan for Building (50% capacity)\***

- Masks required for staff and patrons.
- Plexiglass shields in place at the front desk. Book Carts can be used to block the open desk entrance from patrons. Door from the entrance and vestibule at the front desk area will be propped open to reduce touchpoints.
- Gloves will be worn by the staff when handling drop box materials.
- Sanitizer will be available at the front desk for patrons. Spray sanitizer will be used by staff.
- There will be no play area, checkers, chairs, sofa, newspaper reading. No loitering.
- Community room will be closed until further notice and may be used for store extra furniture, quarantined materials, etc.

- Children's Room will be open on Monday and Friday by appointments for one family at a time for a 30 minute window to choose their own materials. Patrons who do not have appointments can request materials at the front desk/over the phone/through the catalog and staff will retrieve them from the children's room.
- Programming activities will only exist online or in whatever capacity we can supply we can supply to the patrons homes/outside the building with no staff contact.
- Add in limited number of patrons in building. Signs will be posted to remind them to wear masks to protect staff, other patrons and themselves.(Look into social distancing capacity)
- One person per family or two if it is parent and child
- Curbside service continues
- Internet access: Computers by appointment - very strict social distancing, chairs moved, disinfecting computer stations between uses, requiring staff and patrons to wear proper protective wear. Patrons requiring computer assistance will only receive as much assistance as the staff can provide verbally.
- Other services offered by appointment: faxing, copying, scan, lamination
- Staff will sanitize touch points in the building at least twice daily. (Limiting entry points?)
- One door will be designated as in and one door will be designated as out. Exception will be made for handicapped individuals who will use the handicapped entrance for both in/out use.
- Patrons will be encouraged to place any books they have touched and are not taking to place them in a designated spot for sanitizing before staff will reshelv them.

**Staff are encouraged to stay home if showing any symptoms of COVID19 (or if another person in their home is showing symptoms or has tested positive). Staff will be provided with masks and be required to wear them at all times if medically tolerated. Masks will have elastic ear loops and an extension can be provided if needed.**

#### **Phase 4: Back to Business as usual \***

- All entrance points will be opened.
- All seating will be returned. All computers will be reopened. Tables will have all their chairs again. Toys and games will return to the public areas.
- Plexiglass shields may or may not remain, we will have to assess at the time.
- All patrons will be able to enter the building

- The Children's Room and Community Room will be available for use.
- Library programming will return to normal.
- Curbside service may or may not remain, we will have to assess at the time.

**\*\*\*There are no timelines on any of the phases as these will depend on what is going on at the current time with the health of the community, various executive orders, and the guidelines of the Huron County Health Department. Phases may not always go in order and we may have to backtrack at times. Under this Plan, the Board of Trustees authorizes the Director as the main contact/spokesperson for media and public health contacts. The Board gives the Director decision-making authority to make minor changes or revisions to policies as needed and as situations change, without calling a board meeting. The Board provides the Director with the authority to close the library if necessary in accordance with county health department closure procedures. The Board of Trustees must be notified within 24 hours of any such changes or revisions.**

**Approved by the Sebewaing Township Library Board June 8, 2020**