

## Highland Township Public Library

### CoVid-19 Response Plan: Library Re-Opening Plan

#### **GOALS:**

- Protect staff and patrons while gradually resuming library services in phases. Some services will be changed. Protection guidelines must be respected, and responsibilities are shared by staff and patrons for observing precautions.
- Coordinate with neighboring libraries to provide similar or same services to ease patron confusion or undue burden on staff
- Ensure that staff have protective equipment (masks, gloves, plexiglass barriers) and that disinfectant supplies are available. It is too soon to open if necessary supplies cannot be procured.
- Observe physical distancing guidelines, hand hygiene, respiratory etiquette and frequently clean and disinfect high-touch surfaces. Increase cleaning and sanitization services.
- Materials returned to library must be quarantined before returning to circulation.
- Anticipate need for flexibility with hours (including work from home options) to allow for less congestion of staff, ease of shelving and disinfecting or for changes in pandemic status.
- Provide reassurance and improved comfort level for both staff and patrons that precautions are taken to keep everyone safe.
- Continue to review situation and adjust measures to conditions – to be less OR more restrictive - as and when necessary over time and as directed by government and health officials.
- Library may be closed for disinfection if there is a case of CoVID-19 within the library or should there be a resurgence of the virus.

#### **The Library will observe a phased plan for re-opening, as follows**

##### **Stage 1: Limited staff access to building**

- Building closed to the public per Gov. Executive Order or in response to heightened local community health concerns
- Limited staff reporting for essential business only

- Other services – digital resources, social media, circulation questions, virtual programming – maintained by staff working from home
- Library shared system is 'on hold': holds and delivery suspended
- No fines are assessed

### **Stage 2: Staff only in the building; Building remains closed to public**

- Restore internal operations (collections, processing, files)
- PPE available for staff (masks, gloves, plexi barriers, sanitizers, wipes)
- Prepare building for public service with physical distancing changes:
  - furniture changes, new signage, quarantine areas, limited access
- Returned materials are quarantined before discharge and shelving
- Prepare public communications:
  - mass emails, e-newsletter, website, signage, holds notice (TLN)
- Resumption of ILL, MeLCat and TLN delivery services determined by others
- Contact people with Holds already available for pickup
- Phone service may be resumed
- Increase commercial services to ensure cleaning and disinfection of the facility daily
- Employees share responsibility for cleaning tasks throughout the day (high-touch surfaces)
- Employee health screening in place: questionnaire, temperature (at home or upon arrival)
- Staff hours or hours of operation may be adjusted in response to conditions
- Staff will be provided guidelines regarding steps to reduce exposure to and spread of COVID-19; Procedures if there is incidence of potentially infectious persons; Self-monitoring for signs and symptoms of COVID-19; and Reporting if feeling sick or experiencing COVID 19 symptoms

### **Stage 3: Some public services restored OUT OF BUILDING**

- Curbside service for pick-up of library materials
- Hours may be limited
- Limited reference services continue
- TLN Shared System policies normalize (due dates, temp cards expiry etc.)
- Fines remain suspended temporarily, to be reviewed by Board
- MeLCat, ILL and TLN delivery restoration determined by those service providers
- Post notices on the door of the Library and on the website to inform patrons of the particular regulations of patron conduct for the current stage of the Reopening Plan

### **Stage 4: Additional public services restored IN LOBBY ONLY (optional stage)**

- Public access restored initially only to foyer, lobby and Circulation Desk
- Staffer on duty in lobby – greet and explain limited access and services

- Initially Adult/Youth Services librarian stationed at Circ Desk to take reference questions, place holds, staff retrieve materials
- No public computer access inside library
- Option to make public wireless laptop computer(s) available in lobby to look for and request library materials for curbside service
- Telephone and email reference/research assistance/immediate real time conversations with librarians, includes materials requests
- Post notices on the door of the Library and on the website to inform patrons of the particular regulations of patron conduct for the current stage of the Reopening Plan
- Patrons are expected observe existing Executive Orders re: public spaces until rescinded or expired (e.g facemasks, social distancing, food and beverages restricted)

**Stage 5: LIBRARY OPEN to public with EXTRA PRECAUTIONS** (sanitation, physical distancing) and provided adequate PPE and disinfecting supplies are available

- Library open to public and library services for the general public, with limitations on services/spaces and possibly hours
- Social distancing accommodations in place: limited seating and computers
- Signage: 6' markers, stacks may be closed or one way
- Consider staffing a greeter by door to limit number of people in building at a time or advise of timed session limits or other Policy/access changes
- Return to regular hours
- Building capacity limited to 56 people on Main Level and 44 on the Lower Level
- Limited access to some areas, limit building capacity for social distancing, e.g.:
  - Youth: no access or in limited numbers. Staff retrieves requests
  - Read to Me Room
  - Adult fireplace and lounge-type seating
  - Stacks
  - No meeting/study rooms use. As gradually expand access must conform to physical distancing guidelines (limit numbers per room.)
  - Tutorial Room reserved for use as an isolation space in case of illness. Not available for public use.
- Staff changes:
  - Initially Adult/Youth Services librarian stationed at Circ Desk to take reference questions, place holds, staff retrieve materials
  - Only one librarian at Adult, Youth public service desks when they re-open
- Restrictions on use of public computers or computer assistance may be in effect
- No toys, puppets or game computers in Youth Services
- Patrons instructed not to replace materials handled back on shelves but to place on re-shelving carts instead.
- No inside book returns.
- Displays may be limited to discourage handling/replacing browsed materials

- Food and beverage is not permitted unless necessary for medical reasons, until further notice.
- Programming changes: Flexibility in programming to adapt to conditions: virtual programs, socially distanced programs, take-away kits
- Friends booksales and meetings cancelled, mobile sales cart removed until further notice
- No donations of materials accepted (toss if received)
- Post notices on the door of the Library and on the website to inform patrons of the particular regulations of patron conduct for the current stage of the Reopening Plan
- Patrons are expected observe existing Executive Orders re: public spaces until rescinded or expired (e.g. facemasks, social distancing, food and beverages restricted)

**Stage 6: LIBRARY OPEN to public, business as usual, all library services for the general public are provided as normal and as scheduled**

- This stage may return gradually
- Library Director has the authority to close the Library temporarily for a maximum of fourteen (14) days without prior Library Board approval, due to a specific incident or reoccurrence of an infectious disease, and to change re-opening phases, limit building capacity or alter services as conditions warrant
- Follow health guidelines regarding issues such as employee health screening, wearing of facemasks (required for employees; public to be determined)
- Patron behavior policy to be updated if necessary to follow public health guidelines
- Continue to obtain and make available sanitizing supplies
- Board will review fines policy
- If there is a confirmed infection within the library, the individual will be isolated until able to leave and all or part of the library will be closed for a period of 24 hours and affected areas disinfected
- Patrons are expected observe existing Executive Orders re: public spaces until rescinded or expired (e.g. facemasks, social distancing, food and beverages restricted)