

# **BUCHANAN DISTRICT LIBRARY**

## **GUIDELINES FOR REOPENING AFTER COVID-19 CLOSURE & COVID-19 PREPAREDNESS & RESPONSE PLAN**

These guidelines are an outline on phasing in the opening of the library after our recent closure. They are not intended to answer all questions, but rather are meant to guide staff that may be revised as information continues to develop.

Library services and workflow will change as we determine how to serve the needs of the public in a way that minimizes the risk to staff and patrons. The staff composition and duties may change because workflow will be different. Staff must be flexible and able to shift job tasks.

### **PHASE ONE**

The entire library will be thoroughly cleaned before the staff return to the library and again before opening to the public.

Once we are able to return to working in the library, a minimum number of staff will report first to organize items returned during the closure. Staff who can work from home, until the library is fully open, will be encouraged to do so. High-risk staff need to make the best and most responsible decision for themselves on whether they will return to work and share this decision with the director.

Staff will have their temperature taken when arriving at work (this will continue through all three phases of reopening). If staff have a temperature of 99 degrees or higher, they need to go home. Staff will also fill out a required questionnaire each day to report any possible COVID-19 symptoms or exposure.

If a staff member is suspected of possibly having or having been exposed to COVID-19, they will be sent home immediately or be asked not to report for work for an appropriate duration of time. If a staff member is confirmed to have COVID-19 the library will close to the public and staff for an appropriate amount of time to conduct a deep cleaning. Other library staff will be encouraged to be tested as well. The Health Department and patrons, staff, and anyone else who may have come into contact with the employee in question will be notified.

Staff will be required to wear masks while working in the library as long as the public guidelines for mask wearing in enclosed spaces is in place. Staff will be provided with 3 washable cloth masks each.

Returned items will be quarantined for at least 72 hours before being shelved or checked out to another patron. The community room may be used as a quarantine area.

Staff will wear gloves when emptying the book drop and checking in books, then immediately dispose of gloves and sanitize any surface that returned items came in contact with.

Plexiglas shields will be used at the Circulation Desk. Staff will set up signs, shields, and hand sanitizer stations prior to the library being reopened to the public.

## **PHASE TWO**

Service hours will be determined, and an optimum amount of staff will be scheduled. Staff hours may be reduced depending on service hours and need. Public hours may be phased in over a few weeks.

Curbside service will be available to patrons before the building is fully reopened to the public. Curbside service will be encouraged as much as possible. We will designate the parking spaces outside our Front Street entrance as curbside pick-up parking.

Weekly delivery service to select patrons will resume at the same time as curbside service. Delivery may be expanded based on demand.

Online library card application and issuing will continue for patrons that wish to access our digital collection without having to come to the library.

## **PHASE THREE**

At the point that the library opens to the public, good hygiene and social distancing signs will be in place in public areas and restrooms. These signs may include floor markers where patrons should stand to wait for assistance at the Circulation Desk.

Public and staff areas will be cleaned routinely and often throughout the day with disinfectant.

Both staff and public spaces will be reconfigured, as much as possible, to allow for social distancing. Some public computers may need to be “out of service” to maintain social distancing. Seating areas may be temporarily removed so as not to encourage patrons to spend more time than necessary in the library. The number of patrons allowed in the building at one time will be limited to the extent necessary to practice social distancing. If necessary, staff may ask patrons to wait outside to enter the building to maintain a safe capacity.

The use of meeting rooms will not be permitted for at least one month after reopening. Once the meeting rooms fully reopen, we will follow the guidelines of allowable numbers of people set by the health department.

Staff will encourage patrons to use the self-checkout station.

In person programming will not happen for at least one month after opening or until social distancing and the number of people who can gather together are relaxed. Programming will continue online including, but not limited to, Summer Reading Program, storytimes, teen programs, crafts, and book discussions.

If a staff person, volunteer, or patron is known to have contracted COVID-19, the director will have the authority to immediately close the library for cleaning.

If there are changes to the recommendations or orders from the state government or library organizations, such as the Library of Michigan or the Michigan Library Association, or any other pertinent new information becomes available, the director has the authority to modify this reopening plan in the interest of the health and safety of library staff and patrons. Changes are subject to the best judgement of the director and further review of the Buchanan District Library Board of Trustees.