

MVLS Staged Reopening Plan (DRAFT)

As MVLS Libraries reopen after the New York on Pause shutdown, MVLS is offering the following guidelines for libraries to use as they plan to reopen. Please note that in some cases these guidelines are a restating of state mandates, some are standard practice that will be implemented through JA protocols, some are requirements for using the delivery system and some are suggestions based on the best, most accepted information available as of this writing. Please keep in mind that this is not a one-way plan. Libraries must be prepared to reverse the reopening if conditions warrant. Also, the state is updating guidance regularly. We will update this plan as conditions and requirements change.

These guidelines are all based on the four principals that libraries need to balance in making plans to offer library service in the aftermath of the shutdown. Here are those 4 factors:

1. The library's mission of serving the community
2. Safety of library staff and users
3. Communications, community perception and library community engagement
4. Long-term library sustainability

In this version of the reopening plan, we will provide guidelines for staff returning to work, beginning contactless/curbside service, providing browsing and borrowing with patrons in the library, resuming public access computing, and resuming programs & meetings.

Stage 1 – Staff returns to work in the library

When this can happen: Staff can return when the following are in place:

- As of May 20, libraries are allowed to operate; government facilities are expected to be staffed at no more than 50%
- You have a way to keep staff separated by 6 feet or more
- You have a way to minimize shared workspaces and equipment
- You have the necessary PPE, breathguards, cleaning materials & plans, and have trained staff in their proper use
- Your library has completed the NYS Business Safety Plan and implemented the referenced detailed state guidance document (see Resources below)

Issues to consider

- Do you have vulnerable staff who should not return to work
- Do you need to move staff, furniture, etc.
- Do staggered staff schedules make sense for your library
- Are there library policies you need to adopt or alter? Personnel policies, patron behavior policies etc.

What happens in this stage

- Delivery service may resume
- Libraries implement the materials return quarantine protocols

- Communicate to patrons all changes in policies, procedures etc. that will be in place when the library resumes in-person service (curbside or in the building) via website, newsletter, social media, etc.
- Work to meet the requirements for the next stage

Resources

- CDC Guidance for Cleaning https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf
- CDC Social Distancing Guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
- NYS Business Safety Plan Template https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYS_BusinessReopeningSafetyPlanTemplate.pdf

Stage 2 – Contactless Curbside Materials Borrowing

When this can happen:

- All requirements for stage 1 continue to be met
- Your library has demonstrated successful implementation of stage 1
- You have procedures in place to keep staff and borrowers safe using the MVLS/SALS curbside service guidelines

Issues to consider

- How will you limit public contact with curbside service
- How will you deal with weather
- How will you manage crowding, scheduling etc.
- What limits will you place on borrowing
- What hours will you offer curbside service
- Signage needs
- Changing traffic patterns for patrons to limit contact & proximity
- Safety of staff – libraries need at least 2 people present to offer curbside services (one in the building, one to deliver materials outside).

What happens in this stage

- Libraries who wish to implement curbside service may do so
- Libraries work to meet requirements for Stage 3

Resources

- MVLS/SALS Curbside service guidelines
- Hennepin County Library Curbside <https://www.hclib.org/about/curbside-pickup>
- New York State Business Curbside Service Guidelines <https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/CurbsideInStoreRetailMasterGuidance.pdf>

- NYS Business Reopening Template
https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYS_BusinessReopeningSafetyPlanTemplate.pdf
- NYS Business Reopening Lookup Tool <https://www.businessexpress.ny.gov/app/nyforward>

Stage 3 – Limited in-library browsing & borrowing

When this can happen:

- All requirements for stage 1 continue to be met
- Your library has demonstrated successful implementation of stage 1
- NYS Phase 2 is open in your region
- You have completed the NYS Business Reopening Template document
- You have procedures to enforce the following rules for library patrons: Limiting the total attendance to 50% of capacity, requiring patrons and public service staff to wear masks, managing traffic control to limit proximity between patrons, preventing patrons from using/touching equipment/furniture that is not for public use in this stage

Issues to consider

- Signage needs
- Changing traffic patterns for patrons to limit contact & proximity
- Removing computers, furniture, toys, etc.
- How will you change schedules, etc.
- What limits will you place on borrowing
- How will you manage returns

What happens in this stage

- Libraries are open at 50% capacity with social distancing, and limited borrowing
- No public access computing, other shared equipment, meetings or programs
- Libraries work to meet requirements for Stage 4

Resources

- NYS Retail Reopening Guidelines
<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/CurbsideInStoreRetailMasterGuidance.pdf>

Stage 4 – Resuming public access computing and public use of other shared equipment

When this can happen:

- All requirements for stage 3 continue to be met
- Your library has demonstrated successful implementation of stage 3
- Your region is approved for New York's Phase 3
- You have cleaning and sanitizing procedures in place for all shared equipment

Issues to consider

- Signage needs
- Changing traffic patterns for patrons to limit contact & proximity
- Consider keyboard covers, cleaning, etc.

What happens in this stage

- Libraries are open with borrowing, public access computing and other shared resources
- No meetings or programs
- No toys
- Libraries work to meet requirements for Stage 5

Resources

- National Restaurant Association Reopening Guidance <https://www.nysra.org/uploads/1/2/1/3/121352550/national-restaurant-association-covid19-reopening-guidance.pdf>

Stage 5 – Resuming public programs & meetings

When this can happen:

- All requirements for stage 4 continue to be met
- Your library has demonstrated successful implementation of stage 4
- Your region is approved for New York’s Phase 4 OR the state allows public gatherings over your proposed attendance
- Library program space can accommodate state meeting guidelines

Issues to consider

- Signage needs
- Changing traffic patterns for patrons to limit contact & proximity
- How will you manage attendance requirements

What happens in this stage

- Most library activities can take place, with appropriate social distancing and PPE as required by the state or region

Resources

- CDC Guidance for schools <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Schools-Decision-Tree.pdf>
- Wisconsin Entertainment & Amusement Guidelines https://wedc.org/wp-content/uploads/2020/05/WEDC_COVID-19-Entertainment-and-Amusement-Service-Guidelines.pdf