

## **Public Libraries Phased Reopening Timeline**

### **Public Libraries of Suffolk County, New York**

All public libraries in Suffolk County, New York will adhere to the following phased reopening program. The Phases enumerated below are meant to align with those defined by New York State Governor Andrew Cuomo and Suffolk County Executive Steve Bellone. The decision to move from phase to phase will ultimately be a local one made by local library boards of trustees based upon the most current information from New York State and Suffolk County health officials. Community specific health data, the availability of necessary supplies and protocols, and locally established best practices will guide decision making.

#### **Phase 1**

Library employees may return to work at library facilities.

Social distancing will be practiced, staff shifts may be staggered and work schedules adjusted to reduce density and additional cleaning protocols will be in place within library facilities.

Library employees will be working to enhance distance services and prepare the library facility for future onsite library services.

#### **Phase 2**

Libraries may begin to allow the lending and returning of library items by way of contactless curbside pickup or delivery services. Until additional guidance is received from the Federal Institute of Library and Museum Services library materials will be quarantined for a period of seventy-two hours upon being handled.

Libraries may offer in-building computer use by appointment but only with the ability to maintain safe social distances. Computers will be regularly cleaned between use.

Social distancing will continue to be practiced. Staff shifts may be staggered and work schedules adjusted, and additional cleaning protocols will be implemented. Employees that have contact with library materials will be provided gloves that will be required to be worn while handling materials and employees that have contact with the public will be provided masks which will be required to be worn during times of contact.

#### **Phase 3**

Library facilities may open to the public with social distancing restrictions in place. Significant modifications of facilities and service programs may be implemented including restrictions on library hours, public access, building capacities, seating areas, computer usage, and access to library stacks.

Social distancing will continue to be practiced. Staff shifts may be staggered and work schedules adjusted, and additional cleaning protocols will be implemented. Employees that have contact with library materials will be provided gloves that will be required to be worn while handling materials and employees that have contact with the public will be provided masks which will be required to be worn during times of contact.

#### **Phase 4**

Libraries may open to the public with social distancing protocols in place. Some modifications of facilities and service programs may be necessary including restrictions on seating areas, computer usage, and access to library stacks. Some small group events may be permissible.

Social distancing will continue to be practiced. Staff shifts may be staggered and work schedules adjusted, and additional cleaning protocols will be implemented. Employees that have contact with library materials will be provided gloves that will be required to be worn while handling materials and employees that have contact with the public will be provided masks which will be required to be worn during times of contact.

#### **End of Social Distancing Requirements**

Libraries may return to normal, pre-Covid-19 operations and reinstate regular service programs including events.