

CEFLS LIBRARY REOPENING PLAN TEMPLATE

Day to Day Operations

As of May 4, 2020

This Library Day to Day Re-Opening Plan is intended to provide guidelines that will assist the staff in transitioning from a lockdown / stay at home environment to the delivery of the full range of services, programs and activities that our patrons, community users and visitors enjoyed prior to March 16, 2020. The reopening plan is a multi-phased plan using the most up-to-date information available from New York State, CDC, other science based information institutions, the NYLA and the ALA. The plan uses the model of a gradual releasing of access to the building, services and programs to the public. It is easier to relax restrictions as we move forward than to attempt to reinstate or tighten restrictions in the middle of this crisis. The plan also recognizes the need for flexibility on the part of the staff to meet unexpected situations as they occur in real time.

The reopening plan looks at the capacity of the Library and also takes into consideration the health and safety of patrons, visitors, community users and staff.

The reopening plan recognizes that there are a number of factors that will have a direct impact on the success of any reopening plan. The currently identified factors include:

- Executive Directives from the Governor of the State of New York
- Staffing and the ability to staff high-contact patron areas as to minimize exposure to both patrons and staff.
- The ability of the staff and cleaners to heighten and incorporate additional quarantine, cleaning and sanitizing procedures of both surfaces and returned items.
- Due to the extraordinary circumstances impacting the Library staff responsibilities and job descriptions may have to change to meet the needs of the Library.
- The ability of the Library staff to reduce or redirect activities quickly if a second wave of the COVID-19 virus was to reemerge in the North Country.

All dates used in this document are speculative at this time.

Phase One – Only Staff Return to Building

Estimated to take place May 19, 2020 – May 29, 2020 (Period of roughly one week starting once employees are allowed to return to the building)

Limited days and hours for staff.

Mask use is mandatory for all staff until instructed to stop.

Social distancing guidelines apply to all staff until instructed to stop.

Facilities remain closed to the public.

All surfaces cleaned and sanitized.

Staff are expected to complete job-specific duties and tasks.

The Library will begin to explore alternative delivery of materials.

Phase Two – Opening of Selected Services

Estimated to take place June 2, 2020 – July 3, 2020 (Period of roughly four weeks starting the day after Phase One is complete)

The building is not open to public.

Reduced days and hours of operation.

The ARR is only offering phone and email services.

The Library will provide “pick-up” service of requested in-building materials only.

No volunteers in building.

No programs.

No meeting room use.

No tutoring room use.

No public access computer use.

No rest rooms open to the public.

Phase Three – Return to Regular Hours of Operation

Estimated to take place July 6, 2020 – August 1, 2020 (Period of roughly four weeks starting the day after Phase Two is completed.)

The building is not open to public.

The ARR is only offering phone and email services.

The Library will provide “pick-up” service of requested in-building materials.

No programs.

No meeting room use.

No tutoring room use.

No public access computer use.

No rest rooms open to the public.

Limited ILL outreach and coordinated services.

Phase Four – Protocol Operations for Reopening to Public

Estimated to take place August 3, 2020 – September 5, 2020 (Period of roughly four weeks starting the day after Phase Three is completed.)

Selected areas of the building reopened.

Use of social distancing guidelines mandatory for all entering the building

Mandatory mask use for all entering the building.

Volunteers allowed to enter the building.

Limited hard cap on numbers of people in the building.

Browsing of shelves and stacks for self-selection of materials available to public.

All chairs, couches, desks, tables and toys removed from public use areas.

The Library is open for the selection and checkout of books and materials only.

No loitering within the building.

No use of desk phone.

No programs.

No meeting room use.

No tutoring room use.

No public access computer use.

No use of periodicals.

Rest rooms reopened to public use.

Limited ILL outreach and coordinated services as available.

Phase Five – Full Operation (Dependent on directives from New York State.)

Estimated to take place September 8, 2020

Return to pre-March 16, 2020 Library services and programming to begin.

Due to the possibility of a second wave of the COVID-19 virus infecting the North Country the following “established protocols” will be implemented until no longer deemed necessary by the State of New York to ensure the health and safety of the Library patrons, community users and staff.

Establish Protocols for the Duration of the Entire Reopening Plan

No staff will report to work if it is determined that they have develop symptoms of the Covid 19 coronavirus and will the staff member will contact the Director if they have tested positive for the virus.

Mandatory social distancing for all entering the building.

Mandatory mask use by all entering the building.

All returns done via the Book Box. The Book Box will be brought in first thing in the morning and all contents quarantined for a minimum of three days.

Do all check-ins first thing in the morning before providing any services.

Make all calls for requested items before providing any services.

Each staff member only uses “their” phone.

All Library staff, regardless of job title or description, will participate in the patron “pick-up service” and the check-in of any borrowed materials.

The “Pick-Up” area of the circulation desk will be protected by a “sneeze-guard”.

At each staff change the circ desk area is wiped down with sanitizer.

Once open to the public the staff will scan the patron's library card while the patron is holding it.

Hand washing by all staff before and after the handling of materials.

Multiple hand sanitation stations located throughout the Library.

And all other protocols and tasks as assigned by the Director.