

# Reopening of Pontiac Free Library Phase II

Beginning 6/23/2020

## **Navigating the Way**

### ***Considerations:***

#### ***Building:***

##### ***Determine what additional areas of the building will be open:***

Patrons will be able to pick up ordered items and drop off items at the circulation desk. In addition, patrons will have limited browsing of the stacks in keeping with patron capacity, wearing of masks, and social distancing. The meeting room will remain closed. In addition, seating and reading areas will also remain closed to patrons.

##### ***Determine the capacity of the building to identify the number of staff and patrons who can be in the building:***

The number of staff in the building during each shift will not change due to the small number of current staff members. There will be 2-3 staff in the library, each stationed in their own area (circulation, office, pick-up ramp). Staff rotation will continue with one week on and one week off. Every effort will be made to have the same staff members report weekly. The number of patrons allowed in the library at one time will be dependent on the social distancing guidelines. There will be 6 feet apart markings on the floor and masks will be encouraged for all patrons entering the building. Masks will be available for those who do not have one. If a patron cannot or chooses not to wear a mask they will be directed to utilize our curbside service. An estimated number of 2-3 patrons will be allowed inside the library simultaneously. The circulation staff member will be monitoring the patron flow into the building.

***Establish a schedule for frequent, enhanced cleaning of newly opened work and high traffic areas:***

Frequently touched surfaces will be cleaned after each use by staff.

***Install plexiglass shields at public service points, if deemed necessary:***

Two free standing plexiglass shields will be installed on the front of the circulation desk and contain a 6” hole for the passage of library materials between circulation staff and the patron being served.

***Establish a place to quarantine circulated materials:***

As materials are returned, they will be placed in the program room to be quarantined for 72 hours. Patrons will be informed that all materials returned will be quarantined before being checked in.

***Services:***

***Determine what additional services will be offered, and procedures. Physical services may include contactless in-library pickup, limited browsing for checkout only in designated areas such as DVDs, magazines, new/featured books. Limited access to computers may be provided, with strict cleaning and social distancing procedures in place. In-person services may be added, such as reference and computer assistance. Virtual programming should continue:***

We will provide contactless in-library pickup of pre-requested materials by appointment; limited browsing of stacks, magazines, continued virtual reference, and virtual/in-person faxing and printing.

**Staff:**

***Determine how more staff hours are assigned in accordance with services:***

Additional staff hours are voluntary and the staff person will choose their preferred station: circulation, phone/reference, curbside contactless pickup.

**Safety:**

***Continue policies for staff wearing masks, hand hygiene, and social distancing. Add policies governing patron requirements for mask-wearing; provide hand sanitizer for patrons, especially in high touch areas. Policies should include consequences for non-compliance. For example, what is the consequence for not wearing a mask?***

Signage will indicate that all staff and patrons are required to wear masks, masks will be provided for those who do not have one, observe social distancing guidelines of 6 feet apart, and wash/sanitize hands while in the library building. Hand sanitizer will be provided to patrons. Patrons who do not agree to wear a mask and follow these requirements will not be allowed inside the library. However, patrons who choose not to wear a mask for personal reasons will still be able to utilize our curbside pick up service. All patrons will be advised to quarantine borrowed materials by letting them sit for 72hrs before handling them again.

**Hours:**

***Identify expanded hours and day's library services will be provided, physical and virtual:***

The library will be open the following hours: Tuesdays 10-1pm, Wednesdays 4-7pm, Thursdays 1-4pm, and Saturdays 10-1pm. Contactless in-library pickup, in-library reference, curbside pickup, faxing, and printing services will be offered. Virtual programming is to be determined. Patrons may also contact the library by phone

(401-737-3292) during these hours, and by emailing [info@pontiacfreelibrary.org](mailto:info@pontiacfreelibrary.org) , or by sending us a Facebook message.

### ***Signage:***

***Identify what notices need to be posted and where, including notices of areas not open to the public. Add tape on the floor to guide traffic flow and social distancing as necessary.***

Tape will be placed on the floor to guide foot traffic and notate socially distanced standing points. Areas which are not accessible to the public will be blocked off with caution tape (computer, seating, reading and meeting room areas). Signage will be posted throughout the library reminding people of social distancing, hand washing/sanitizing, and requiring patrons to wear masks while in the library.

### ***Communications:***

***Continue sharing the long term plan, focusing on the second phase.***

We will post an announcement on our library website, Facebook page, and publish in the Warwick Beacon. We will also include announcements in our outgoing voicemail message.

### ***General Overview:***

*More staff on site*

*Hours increased in accordance with services*

*In-library pickup/drop off of ordered items with continued curbside*

*Limited browsing of stacks*

*Optional reference service, printing and faxing service*

*Virtual programming continues*

**Building:**

***Very limited areas of building open; capacity limits defined and monitored; entrance and egress controlled; increased cleaning of facilities.***

Front door and circulation area will be monitored for limited browsing and checkout. An estimated number of 3 patrons will be allowed inside the library simultaneously. The circulation staff member will monitor the patron flow into and exiting the building. Staff will clean newly opened areas at the end of each shift. High touch points will be cleaned on a more regular basis.

**Building modification:**

***Post concise information governing services, mask-wearing, and state regulation. Install plexiglass shields at points of service. Demarcate 6 foot intervals for lines at service areas. Delineate traffic flow as necessary.***

Signage will be posted announcing available services and requiring everyone to wear masks, keep a 6 feet of distance, hand washing/sanitizing, and tape will be placed for the flow of foot traffic and placemarks for standing.

*Restrooms limited to single or family use; surface areas cleaned regularly.*

**Programs:**

*Virtual programming continues; no in-person programs. Virtual programming to be determined.*

**Technology:**

***Optional – Computers may be available, with time limits, social distancing, cleaning between use.***

Computers will not be available for public use at this time. Some public computers will be available in Phase 3 of reopening.

**Additional Information:**

*Due dates extended through July 1 (pending approval)*

*Fine forgiveness through July 1 (pending approval)*

*OLIS: Delivery continues on a limited basis; all libraries open for limited hours.*

*OSL: Holds expanded; hold limit: up to 10 items per cardholder starting June 15, loan periods reduced but lenient; virtual cards continue. Online library card applications processed by libraries*