

Reopening of Pontiac Free Library Phase III

Draft 1

Beginning 8/18/2020

Picking Up Speed

Public health guidance must still be followed: Mask-wearing, social distancing, sanitation and screening are key to stopping the spread of COVID-19.

Setting-based public health protocols (table spacing, etc.) from Phase II remains in effect for Phase III.

- Library buildings are open with limited browsing and public computer use.
- Some libraries may begin to offer limited library programs in large indoor or outdoor spaces.
- The limit on the number of holds per cardholder increases.
- Virtual services and programs continue

Considerations:

Building:

Determine what additional areas of the building will be open:

Patrons will be able to check out, pick up items and drop off items at the circulation desk. In addition, patrons may browse the stacks in keeping with patron capacity, 3 computer stations will be available (limited to 30 minutes per day, per patron, appointment preferred). The meeting room and patron seating will remain closed.

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 social distancing guidelines. There will be 6 feet apart markings on the floor and masks will be required for all patrons entering the building. Masks will be available for those who do not have one. If a patron chooses not to wear a mask they will be directed to utilize the curbside service. An estimated number of up to 10 patrons will simultaneously be allowed inside the library. 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 as often as possible (preferably, after each use) by staff.

Establish a place to quarantine circulated materials:

As materials are returned by patrons and daily deliveries, they will be placed in the program room to be quarantined for 72 hours. Patrons will be informed that all materials returned and being delivered via the daily service will be quarantined before being checked in. When checking in, materials will be backdated to the date it was returned or the last date the library was open (as was past practice), whichever is earlier.

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 in-library and curb-side pickup of requested materials; browsing of stacks, magazines, continued virtual reference, virtual programs, 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 entering the building 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 and staff. Patrons who do not have a mask will be offered a single-use mask to wear while in the library. Patrons who cannot or 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.

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 10-2 pm. In-library pickup, in-library reference, computer usage, browsing, 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 , or by sending us a Facebook message.

Signage:

Identify what notices need to be posted and where. 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 in some instances notate socially distanced standing points. 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 third 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:

- *3 computer stations will be open to patrons (30 minute usage per day, per patron) Appointments encouraged.*
- *Hours increased in accordance with services*
- *In-library pickup/drop off of items with continued curbside service*
- *Browsing of stacks*
- *Optional reference service, printing and faxing service*
- *Virtual programming continues*

Building:

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

Front door, circulation area, and handicap ramp will be monitored for patron capacity. An estimated number of 10 patrons will be allowed inside the library simultaneously with social distancing. 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. 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 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:

Three socially distanced computer stations will be available by appointment only, with time limits, social distancing, and cleaning between usages. Photocopy machine is available.