

Planning for Reopening Library Action Plan

Phase 1: Staff only

Phase 1 of Alfred Box of Books Reopening will begin **JUNE 22, 2020**. Phase 1 will be limited to staff only to prepare the physical space of the building for the return to work, return of library operations, and to establish library services.

- Work on back log of returns, transited items, etc.
- Move furniture so social distancing guidelines can still be observed OR remove furniture if need be.
 - Remove comfy chairs
 - Remove table/chairs from children's room
 - Where can we store these items?
 - Potential funds for cost of storage unit?
 - 5/13/2020- Applied for Allegany County Area Foundation Grant
 - Separate public computers 6'
- Ensure staff has access to PPE and the library is fully stocked with cleaning and disinfecting supplies outline by the CDC.
- Train staff on new policies and procedures.
 - Curbside procedure
 - Summer reading registrations
 - Cleaning/ Disinfecting

Staff Protective Equipment

- Staff must be provided with masks and gloves
 - Currently have a large stock of gloves
 - Obtain masks (challenge)
 - 100 ordered and received from Amazon 4/28
 - Additional 200 masks ordered and received 5/22
 - 6 reusable washable masks from the County Department of Health
- Clorox wipes/disinfecting (challenge)
 - Purchased bleach and disinfectants from Tinkertown 4/26
 - Disinfecting tablets for water solutions-Amazon 4/28
- Sneeze guards ordered for circ desk
 - Ordered and received from Amazon
- Emailed Nate Woodruff @ Tinkertown about a standing hand sanitizer dispenser for the foyer and wipes for wiping down materials
 - Preordered 5/18/2020

Phase 2: ~~Curbside pick up only~~ Abridged Library Services

Abridged Library Services (i.e. Curbside pickup) will begin on JUNE 29, 2020.

- Begin implementing curbside pickup.
 - Patrons can put items on hold, request materials via phone, etc
 - We check out materials and prepare them for pick up
 - Purchase electronic doorbell, so patrons pick up can alert us they are at the library?
 - [See Curbside Service Policy/Procedure Document](#)
- Returns stay in the book drop for 72 hours before staff handle them
 - STLS and ALA are working on guidance about sanitizing books
- This service will continue for as long as precautions need to be taken
 - [Policy & Procedure document written](#)
 - [Flyer for community created](#)

Phase 3: Patrons entering in limited numbers for computer access only

Phase 3 will begin only after library staff, Library Director, and Board of Trustees feel that we can safely maintain social distancing. It is our priority to protect staff, library patrons and the community. Due to space limitations of our building, limited numbers of patrons will be allowed into the building for limited services.

- Limit the number of patrons inside the library
 - How do we do this?
 - [Only patrons using public computers](#)
- Practice social distancing
 - Patron behavior policy update?
 - [Approved by Board of Trustees 5/11/2020](#)
- Removal of furniture prevents or reduces options for lingering
- [No in-house programming](#)
- [Public Computer Use](#)
 - [Many patrons rely on library computers for access to internet and computers.](#)
 - [Time limit: 1 hour](#)
 - [Headcount: 1 patron](#)
 - [Face mask required](#)
 - [Procure washable keyboard covers and mice](#)

Phase 4: Patrons Entering in Limited Numbers

Similar to Phase 3, when safe social distancing can be practiced and the health and wellbeing of staff, patrons, and the community members prioritized, will we be able to allow patrons into the building. Due to the physical size limitations of our building, limitations on the number of patrons inside the building and the duration of the stay will be limited.

- 2 Patrons at a time
- 30 minutes max
- Social distancing required
- Face masks required
- Patrons may browse collections sparingly

Other considerations

Programming

- No programming in the library for as long as precautions need to be taken
- Summer Reading- Virtual/Online programs
 - Melanie working on creating Summer Reading Kit to contain all materials for crafts
 - Contacting Aimee Parry at AACs; maybe distribute via school lunch program?
 - Paper worksheets going out at school for students w/o internet
 - School lunches for community will continued
 - Summer reading document written and prepared. Send to AACs for feedback
 - Utilize READSquared for tracking
 - Webinar
 - KEEP IT SIMPLE- BINGO Sheet for tracking
 - YouTube for patrons without Facebook
 - Set up and using for Crafting in Quarantine videos

Limited hours

- May consider reducing hours temporarily in the initial weeks after re-opening
 - Current plan to maintain hours just “closing” an hour early to curbside requests in order to clean/disinfect all high touch surfaces and take down curbside table
- Closing earlier to allow for disinfecting of high touch surfaces, staff work spaces, etc
- Stagger Staff
 - Due to the size of the library and close proximity of staff behind the desk we may wish to consider staggering staff members in order to practice safe social distancing
 - At this point, no need to stagger staff. We will move staff desks to accommodate work spaces 6’ apart. This will be easier without other major furniture in the building.
- Use tables in the children’s room for quarantining returned books. Items returned will be quarantined for 72 hours before being discharged and available for check out. Mel and Rima will empty the book drop and sort items for quarantine by date.
- Article in *Sun* to share plans with the community.
 - Alfred Sun 5/21
 - Continue to share plans as updated
- Signage Needs:
 - Handwashing
 - Facemask requirements
 - Policy changes
 - No public bathroom
- Virtual programming
 - Transfer funds for programming into technology for virtual programming tech (tripod, camera)

Do not circulate kits/ board games etc with small pieces that need to be handled individually

Written: 4/19/2020

Update: 4/30/2020

Update 5/15/2020

Update 5/20/2020

Update 5/29/2020