

Putnam District Library Pandemic Phased Opening Plan

This plan will be evaluated on an ongoing basis. If the library moves onto a new phase it causes concern for employee or public safety, the library will return to a previous phase. Phases are based on what is currently known from health officials and orders from the state.

The library director has authority to move the library forward or backward phases without meeting with library board members. The director may also implement new policies to the plan to ensure public and staff safety. The director will continue to consult with the library board on a regular basis, and discuss changes.

If a positive case is traced to the library, the director may close the building for deep cleaning.

Phased Opening Outline

Phase 1 – Staff return to building; no physical materials being circulated, including no curbside nor public access to building

- Key points and tasks:
 - Staff return to library, no circulation of physical materials
 - Staff will catch up on checking items in, processing items
 - Staff will train on curbside procedures to ensure safety
 - Staff will begin working on conducting virtual programming
 - Staff wear PPE based on recommendations from CDC and Barry/Eaton Health Department, unless unable to due to medical reason
- Requirements to meet before next phase:
 - Library given okay to offer curbside from state
 - quarantine procedure in place for materials
 - curbside pickup procedure in place and communicated with public
 - staff trained on quarantine and curbside pickup procedures

Phase 2 – Library will offer curbside service for physical materials

- Key points and tasks:
 - Physical materials being circulated through curbside pickup
 - Public has no access to building
 - Returns are made in drop box; staff will not accept returns via curbside service
 - Payments for fines/fees will not be accepted unless by check
 - Account restrictions due to fines/fees exceeding max threshold will be temporarily lifted upon director discretion
 - Director and library board will evaluate if a temporary change in hours is necessary or not
 - Library will offer virtual programs
 - Staff wear PPE based on recommendations from CDC and Barry/Eaton Health Department, unless unable to due to medical reason

- Curbside specific procedures:

- Reserves on items placed online or over the phone
 - Patrons may request a variety of items chosen for them by staff
 - Bag of items will be transferred to patron using contactless method
 - Signs placed at each parking area (front, back) reminding patrons of procedures –utilize mobile sidewalk sign for this
 - Patron must call library when they have arrived out front, provide parking location, vehicle description and placement of items (trunk, back seat, or passenger seat); procedure for pickup is explained to patron during call
 - If they do not have a cell phone, they must let staff know what time they will arrive, parking location, vehicle description and placement of items (trunk, back seat, or passenger seat); procedure for pickup is explained to patron during call
 - Transport bin utilized for returns during curbside exchange
 - Cards will not need to be scanned to pick up; instead staff will use vehicle description to match patron to items
 - Patrons may pick up items when on foot/bike/etc as well, as long as social distancing is maintained
- Requirements to meet before next phase:
 - Community/public gathering spaces notified they can open to public from state government
 - Adequate supplies to maintain high hygiene standards (PPE, hand sanitizer, cleaning supplies)
 - Shield in place at circulation desk
 - Public seating removed/limited
 - Toys in children’s room removed
 - Visual directional guidance in place to assist public in maintaining social distancing

Phase 3 – Library open to public

- Key points and tasks:
 - Follow any requirements for public access provided by state and local governments; 25% occupancy limit per as of June 5, 2020
 - Limit number of patrons in library at 1 time to avoid congestion
 - Require staff/public to maintain 6 feet distance from others
 - Recommend visitors to be efficient and quick during their visit; implement time limit if necessary
 - Recommend public to follow any current recommendations for PPE (face coverings, distancing, etc); as of June 5 2020 masks are required in public places
 - Masks will be available for purchase for \$2 each
 - Minimize seating for public
 - Limit number of computer stations; available by appointment only
 - Curbside service is continued as an option to patrons
 - Library will offer virtual programs
 - Staff wear PPE based on recommendations from CDC and Barry/Eaton Health Department, unless unable to due to medical reason
- Requirements to meet before next phase:
 - Relaxation on distancing and gathering recommendations from state government/ local health department

Phase 4 – Library open to public w/ relaxed distancing recommendations

- Key points and tasks:
 - Library resumes in person programming
 - Table/seating increased
 - Kids toys slowly reintroduced
 - Most or all computer stations available

Cleaning Procedures

- Bathroom cleaned at least 3x daily; more frequently as necessary
- Every workstation, including handled equipment at that station, must be cleaned at beginning and end of shift, as well as anytime staff move to new station
- Common surfaces wiped down 3x daily, more once public accesses building (counter/desk surfaces, door knobs, tables/seating)

Procedure for Quarantine of Materials

- All returned materials placed in quarantine totes for minimum 72 hours
- each tote marked with date/time of “all clear”; items then okay to check in and shelved
- totes stored in an area where they will not be handled nor in the way until quarantine is complete

Response to Exposure in Library

- Communication initiated with health department; guidelines from health department implemented including but not limited to:
 - Library deep cleaned, utilizing short closure of building if necessary
 - Staff and or public notified of exposure to individual who tested positive if necessary

Staff Health and Safety

- Frequent handwashing/sanitizing is necessary
- Staff will complete daily entry health screens; report any concerns to library director; use local health department’s screening guidelines
- Thermometer available at library
- Snacks/meals should only be consumed in offices only; staff must clean space before eating
- Staff encouraged to use supplies/equipment at their workstation, avoid sharing if possible; clean supplies when finished with workstation
- If staff feel ill at work, they will be sent home and workspace will be disinfected
- Staff PPE requirements:

- If face coverings are recommended by CDC or Barry/Eaton Health Department, staff must wear when in a shared space unless medically unable
- Staff must wash hands frequently, especially when transitioning between tasks (for ex: shelving, returning to circulation desk, completing cleaning tasks, emptying drop box)
- Gloves are not currently recommended by CDC for tasks related to library work except cleaning, but gloves will be available
- The library director will serve as the supervisor to implement, monitor, and report Covid-19 procedures. If the library director is unavailable, another staff member will be instructed to fulfill the supervisor role.

Appeals

Any appeals to this phased plan and accompanying policies should follow the appeal procedure outlined within the patron policies.