

# Solomon Wright Public Library

## **COVID-19 PHASED REOPENING PLAN**

**1. PURPOSE OF PLAN:** This plan has been developed by the SWPL Board of Trustees to guide decisions relating to the phased reopening of the library during and following the COVID-19 pandemic of 2020/2021.

**2. GUIDANCE:** Guidance from the Centers for Disease Control and Prevention (CDC), the Vermont Governor's office, the VT Occupational Safety and Health Administration (VOSHA), the VT Department of Libraries (VTLIB), and the VT Agency of Commerce and Community Development (ACCD) will be taken into consideration when deciding to move from one phase of the plan to another. While the goal of the library is to resume full service to our community, the health and safety of our patrons, volunteers and staff is our highest priority. Due to the unpredictable nature of navigating this pandemic, there may be times when we will need to move backwards through phases in order to protect the health of our community. The decision to move between phases will be made by the Director. Furthermore, the library can only progress through reopening phases if adequate cleaning supplies and Personal Protective Equipment (PPE) are available.

Under current VT ACCD Universal Guidance all staff and volunteers will be required to :

1. Stay home if sick.
2. Wear a mask.
3. Ensure six-foot spaces and uncrowded places.
4. Practice good hygiene.
5. Think before you travel.

### **PHASE 1: COMPLETE CLOSURE**

During Phase 1

- The library will remain closed to all staff, trustees, volunteers, and patrons. Paid staff will work remotely and provide weekly reports to the Board Chair and Board Secretary.
- Meetings of the Board of Trustees will be held remotely.

### **PHASE 2: MINIMAL STAFF IN BUILDING / NO SERVICE TO PUBLIC**

During Phase 2

- All individuals must complete VOSHA CV-19 training in order to return to work in the library.
- Paid staff and library Trustees will be allowed to enter the library building only in order to complete library related work.

- Staff, Trustees and Volunteers must wear a mask and practice social distancing while in the presence of others.
- Whenever possible, only one person will be working in the library at a time.
- Frequently touched surfaces and workstations will be cleaned at the end of each shift.
- Meetings of the Board of Trustees will be held remotely or outside on the library lawn. Anyone present is required to practice proper social distancing before, during, and after meeting.

### **PHASE 3: MINIMAL STAFF IN BUILDING / CURBSIDE SERVICE / DELIVERY SERVICE / ILL SERVICE/ POSSIBLE OUTDOOR PROGRAMMING**

#### During Phase 3

- All individuals must complete VOSHA CV-19 training in order to return to work in the library.
- Staff, Trustees and Volunteers must wear a mask and practice social distancing while in the presence of others.
- Whenever possible, only one person will be working in the library at a time.
- Frequently touched surfaces and workstations will be cleaned at the end of each shift.
- Meetings of the Board of Trustees will be held remotely or outside on the library lawn. Anyone present is required to practice proper social distancing before, during, and after meeting.

#### Curbside Pickup Service

- All individuals must complete VOSHA CV-19 training in order to return to work in the library.
- Curbside pickup service will be contactless.
- Materials requested by patrons will be checked out, sealed in a plastic bag, labeled with the patron's first initial & last name, and placed on the book cart outside the front door.

#### Delivery Service

- Materials requested by patrons will be checked out, sealed in a plastic bag, labeled with the patron's first initial & last name, and delivered to the patron's home.

#### Inter-Library Loan Service (ILL)

- Interlibrary loan service will continue as usual.

#### Outdoor Programming

- Outdoor programming will be considered at the discretion of the director.

- Outdoor programming will be held only if individuals/families are able to comply with social distancing requirements.

**PHASE 4: MINIMAL STAFF IN BUILDING / LIBRARY OPEN WITH RESTRICTIONS / CURBSIDE SERVICE / DELIVERY SERVICE/ ILL SERVICE/ POSSIBLE OUTDOOR PROGRAMMING / LIMITED MEETING ROOM USE**

During Phase 4

- All individuals must complete VOSHA CV-19 training in order to return to work in the library.
- Staff, Trustees and Volunteers must wear a mask and practice social distancing while in the presence of others.
- Meetings of the Board of Trustees will be held remotely or outside on the library lawn. Anyone present is required to practice proper social distancing before, during, and after meeting.

Library Open With Restrictions:

- The library will open to the public with ~~reduced hours and~~ added safety precautions.
- Personal Protective Equipment (PPE) will be provided for all library staff and volunteers. PPE will include hand sanitizer, soap, cleaning products, sneeze guard for circulation desk, and cloth or disposable masks.
- Staff, and volunteers will be encouraged to use the kitchenette sink for regular handwashing.
- Signage will be posted throughout the library encouraging social distancing, handwashing, and masks.
- No more than 10 individuals, including library staff and volunteers, will be allowed in the library at a time. (This number will be based on the VT Agency of Commerce and Community Development guidelines: *“Non-essential retail operations are limited to 50% of approved fire safety occupancy; or 1 customer per 200 square feet; or 10 total customers and staff combined, whichever is greater.”*)
- Computer stations will be limited to one patron at a time. Laptops may be used throughout the library as long as social distance can be maintained.
- Computers will be disinfected after each use.
- The restroom will remain open to staff, volunteers and visitors, and will be cleaned a minimum of once/day.

Curbside Pickup Service

- Curbside Pickup Service (as outlined in Phase 3) will continue for patrons who prefer contactless, outdoor service.

- If any individual is uncomfortable, or unable, to follow Covid-19 related library rules, they will be asked to utilize curbside pickup services until restrictions are lifted.

#### Delivery Service

- Delivery Service (as outlined in Phase 3) will continue for patrons who prefer or require delivery.

#### Inter-Library Loan Service (ILL)

- ILL service (as outlined in Phase 3) will continue.

#### Outdoor Programming

- Outdoor programming (as outlined in Phase 3) will continue.

#### Meeting Room Use

- Meeting Room Use Requests will be considered on a case by case basis. Any individuals or groups using the meeting rooms will be required to follow all Covid-19 related library rules, and will be responsible for cleaning the space before and after use.

POLICY ADOPTED ON: ***July 13, 2020***

POLICY UPDATED ON: ***August 24, 2020***

POLICY UPDATED ON: ***October 19, 2020***

POLICY UPDATED ON: ***May 10, 2021***

BY THE SOLOMON WRIGHT PUBLIC LIBRARY BOARD OF TRUSTEES