

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.

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.

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.
- Anyone entering the building must use hand sanitizer upon entry, take their temperature and fill out a Health Survey, practice proper hand washing and social distancing, and wear a mask when working in shared spaces and/or in the presence of others.
- Whenever possible, only one person will be working in the library at a time.

- Frequently touched surfaces must be disinfected at the beginning, middle, and end of each shift.
- Meetings of the Board of Trustees will be held 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.
- Paid staff, and scheduled volunteers and library Trustees will be allowed to enter the library building only in order to complete library related work.
- Anyone entering the building must use hand sanitizer upon entry, take their temperature and fill out a Health Survey, practice proper hand washing and social distancing, and wear a mask when working in shared spaces and/or in the presence of others.
- Whenever possible, only one person will be working in the library at a time.
- Frequently touched surfaces must be disinfected at the beginning, middle, and end of each shift.
- Meetings of the Board of Trustees will be held 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.
- Library staff will use hand sanitizer and wear a mask when handling, processing, and packaging materials for curbside pickup.
- Materials requested by patrons will be checked out, sealed in a plastic bag, and placed on the book cart outside the front door.
- Returned materials will be quarantined for 96 hours before returning to regular circulation.
- The curbside pickup book cart will be wiped down twice a day, when going outside, and when coming inside.

Delivery Service

- Library staff will use hand sanitizer and wear a mask when handling, processing, packaging, and delivering materials.
- Materials requested by patrons will be checked out, sealed in a plastic bag, and delivered to patron's homes.

- Returned materials will be quarantined for 96 hours before returning to regular circulation.

Inter-Library Loan Service (ILL)

- Library staff will use hand sanitizer and wear a mask when handling, processing, and packaging materials for ILL service.
- Returned ILL materials will be quarantined for 96 hours before returning to regular circulation.

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.
- Attendance at outdoor programs will be recorded and kept on record for three months.

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.
- Unless visiting as a patron, paid library staff, scheduled volunteers and library Trustees will be allowed to enter the library building only in order to complete library related work.
- Staff, trustees, and volunteers will be required to take their temperature and fill out a Health Survey at the beginning of each shift. Staff, trustees, and volunteers will also be required to wear a mask when working in shared spaces and/or in the presence of others.
- Patrons entering the building must use hand sanitizer upon entry, practice proper hand washing and social distancing, and wear a mask.
- Whenever possible, only one person will be working in the library at a time.
- Frequently touched surfaces must be disinfected at the beginning, middle, and end of each shift.
- Meetings of the Board of Trustees will be held 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 asked 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.”*)
- Patrons will be asked to limit their library visits to the time it takes to choose and check out materials. Loitering in the library will be prohibited.
- Patrons needing to use one of the library’s computers will be required to make an appointment and sit outdoors, in the Community Room, or in the Lucy room whenever possible.
- Computers will be disinfected after each use.
- The restroom will be open and available to patrons to use at their own risk. The restroom will be cleaned at least three times per shift (beginning, middle, and end), and between each use whenever possible.

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.

Limited Meeting Room Use

- Meeting Room use will be limited to the Tutorial Center for the purpose of holding GED classes. All Covid-19 related library rules must be followed, and the Tutorial center staff will be responsible for cleaning the space at the beginning and end of each class.

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

BY THE SOLOMON WRIGHT PUBLIC LIBRARY BOARD OF TRUSTEES

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