

Rawson Memorial District Library
Re-Opening Plan

Phase 1: Staff Returns to Work:

- Monday, June 8, 9 a.m. - Noon staff meeting to go over new protocols.
- Monday, June 8, 1 pm – 5 pm work on individual projects.
- Tuesday, June 9, 9 a.m. – 5 pm Brief staff meeting, then finish projects.
- Staff is encouraged to stay home if showing any symptoms of COVID19 (or if another person in their house is showing symptoms or has tested positive). Staff will be provided with masks and required to wear them at all times if medically tolerated.

Phase 2: Curbside Delivery: Expected start date is Wednesday, June 10, 2020

- Patron orders materials by placing holds in Verso, calling on the phone, or emailing. Each curbside order will be limited to 5 DVDs and 20 books/magazines/audiobooks per transaction. American Girl dolls or stuffed animals will NOT circulate at this time.
- Patron makes appointment for pickup time by calling the library or via email.
- Staff pulls materials as requested. Items are checked out to patron and placed in plastic bag, which is tied shut and has a slip of paper with the patrons name written on it and stapled to the bag.
- At appointment time, staff places bag on table under porch overhang and waits in lobby to make sure patron retrieves it. Only one patron's bag(s) will be on the table at a time.
- Staff will not accept returned items. All returns must be put in the drop box by the patron.
- Staff is encouraged to stay home if showing any symptoms of COVID19 (or if another person in their house is showing symptoms or has tested positive). Staff will be provided with masks and required to wear them at all times if medically tolerated.

Phase 3: Reopening Plan for Building (25% Capacity)*

- Curbside service will continue for patrons that would prefer to not enter the Library.
- Five (5) patrons will be allowed into the library for 45 minute appointments beginning at 10 am and starting at the top of the hour thereafter. After the 45 minutes are up patrons will be asked to leave the building and staff will clean the computers, tables, seating used by patrons as well as the circulation counter.

- Soft seating will be reduced / eliminated. Some computers will be marked out of service to reduce closeness. Tables will have only one chair each, some tables will be moved to increase space between. Toys, games, and puzzles will not be available. American Girl dolls or stuffed animals will NOT circulate at this time.
- Plexiglas shields are installed at circulation desk.
- Patrons requiring computer assistance will only receive as much assistance as the staff can provide by showing on their computer at the desk, or verbally.
- Only staff will be allowed to use the copy machine. Staff can make copies for patrons.
- Tape dispensers, scissors, staplers, and other similar items will be used by staff only.
- In addition to regular cleaning by the custodian, staff will sanitize touch points within the building at least once a day.
- The Pinney Room and the Study Rooms will be closed until future notice and be used to store extra furniture, quarantined materials, etc.
- Tape X's will be placed on the floor at the circulation desk showing 6ft distances.
- Signs will be posted requesting that patrons wear masks to protect staff, other patrons, and themselves.
- Programming will only exist online or in whatever capacity we can supply to the patron's homes/outside the building with no staff contact.
- Staff is encouraged to stay home if showing any symptoms of COVID19 (or if another person in their house is showing symptoms or has tested positive). Staff will be provided with masks and required to wear them at all times if medically tolerated.

Phase 4: Reopening Plan for Building (50% Capacity)*

- Curbside service will continue for patrons that would prefer to not enter the Library.
- Up to 15 patrons will be allowed into the library for 45 minute appointments beginning at 10 am and starting at the top of the hour thereafter. After the 45 minutes are up patrons will be asked to leave the building and staff will clean the computers, tables, seating used by patrons as well as the circulation counter.
- Soft seating will be reduced / eliminated. Even-numbered computers will be marked out of service to reduce closeness. Tables will have only one chair each, some tables will be moved to increase space between. Toys, games, and puzzles will not be available. American Girl dolls or stuffed animals will NOT circulate at this time.
- Plexiglas shields are installed at the circulation desk.

- Patrons requiring computer assistance will only receive as much assistance as the staff can provide by showing on their computer at the desk, or verbally.
- Staff is encouraged to stay home if showing any symptoms of COVID19 (or if another person in their house is showing symptoms or has tested positive). Staff will be provided with masks and required to wear them at all times if medically tolerated
- In addition to regular cleaning by the custodian, staff will sanitize touch points within the building at least once a day.
- The Pinney Room and the Study Rooms will be closed until future notice and be used to store extra furniture, quarantined materials, etc.
- Tape X's will be placed on the floor at the circulation desk showing 6ft distances.
- Signs will be posted requesting that patrons wear masks to protect staff, other patrons, and themselves.
- Programming will only exist online or in whatever capacity we can supply to the patron's homes/outside the building with no staff contact.

Phase 5: Back to Business as Usual*

- Soft seating will be returned. All computers will be reopened. Tables will have all chairs again. Toys and games will return to the public areas. Toys, games, puzzles, American Girl Dolls and stuffed animals will be available for patron use/check out.
- Plexiglas shields may or may not remain, we will have to assess at the time.
- The Pinney Room and the Study Rooms will be back in use with normal procedures.
- Library programming will return to normal.

Note: There are no timelines on any of the phases as these will depend on what is going on at the current time with the health of the community. The Director, with guidance from the Library Board will follow the guidelines of the Tuscola County Health Department, the Michigan Department of Health and Human Services, and other state and federal agencies in determining when to move from one phase to another. Phases may not always go in order and we may have to backtrack at times.

Employee Screening:

A Daily Staff Health Form will be completed each day. If someone has symptoms, an Employee Screening Sheet will be completed.

PPE:

Each staff member is provided with two fabric masks; disposable masks and face shields are also available.

- Sanitizer has been acquired. This will be put in spray bottles and can be used for hands and surfaces, it is 80% alcohol.
- Clorox wipes will be used on returned materials.
- Bleach solution (4 tsp bleach per quart water or 1/3 cup bleach per gallon of water) will be used on high touch points throughout the library.
- Plexiglas shields for the circulation desk and between Pam and Jesika's desk are installed.
- Gloves are here and more are on order.
- Staff is encouraged to stay home if showing any symptoms of COVID19 (or if another person in their house is showing symptoms or has tested positive). Staff will be provided with masks and required to wear them at all times if medically tolerated.

Return of Materials:

During Phase 1 – 4 all returns must come through the drop box.

Staff will move the full book drop box into the Pinney Room where it will remain in quarantine overnight. The next morning (day 2) the items will be removed from the drop box and the cover of each item (see note below about ILL/MeL items) will be wiped down with a Clorox wipe or equivalent and set on the table to air dry. The morning of the 3rd day, the items will be checked in (by 2 different staff members) and shelved or set aside for pick up if they are reserved.

No fines will accrue on items until further notice. [Exception: patrons will be assessed replacement fees for lost or damaged items.]

MeL items:

- Do not use liquid disinfectants or cleaning products on items belonging to another library.
- Quarantine packaging materials a minimum of 24 hours before reusing.
- Totes: Spray/wipe with household bleach solution (4 tsp bleach per quart water or 1/3 cup bleach per gallon of water), allow 1 minute of contact.