

# Harbor Beach Area District Library

## Phased Reopening Plan

**This is our current plan as how to reopen services to the community while protecting the health of our staff and patrons. This plan will likely change as time goes on, circumstances change, and new orders or information is given.**

### **Employee Screening**

When we are allowed to return to the building for work, there will probably be some type of staff health screening required as outlined in our Library's Covid 19 Prevention, Preparedness, and Response Plan.

### **PPE**

- paper masks have been ordered. We will also have some cloth ones on hand for staff.
- sanitizer – Will be put in spray bottles and can be used for hands and surfaces, it is 80% alcohol.
- Plexiglas shields have been ordered to cover the main contact areas at the circulation desk
- Gloves are on order.

### **Return of Materials**

**Returns** – while we prefer all materials are placed in the exterior book drop, we will accept returns when a patron is picking up a curbside order, provided that the returns are enclosed in a paper bag and the exchange can be made using current social distancing standards.

Gloved staff will empty the book drop as needed and quarantine the items on a cart in the office labeled with specific days. Once items have been quarantined for recommended number of days, each cover will be wiped with a disinfecting wipe before re-shelving or checking out to another person.

## Harbor Beach Area District Library Pandemic

### Phased Reopening Plan

#### **Phase 1: Curbside Delivery\***

Patron orders materials by placing holds in our Apollo catalog or calling on the phone. We will limit each patron to 10 DVDs and 20 books/magazines/audiobooks per transaction.

Patron makes an appointment for pickup time through texting or calling on the phone

Staff will pull materials as requested. Items will be checked out to patron and placed in paper bag.

All curb-side deliveries will take place in our back parking lot. Two parking spaces will be labeled for curb-side pickup only. When patron arrives, they should call or text the library and indicate which space they are in. Library staff will place order in the trunk or in an unoccupied seat.

The building will be closed to the public during this time.

#### **Phase 2: Reopening Plan for Building (25% to 50% Capacity)\***

Curb-side service may continue during Phase 2. Library occupancy will be monitored to prevent overcrowding. Social distancing measures will be in place. Staff will be cleaning and disinfecting touch points multiple times throughout the day.

Soft seating will be reduced/eliminated. Some computers will be marked out of service to reduce closeness. Seating at tables will be limited. Toys and stuffed animals will be put away for the time being.

Plexiglas shields will be installed at the service desk. Staff should use book carts to block open desk entrances from patrons. Office doors between public and staff spaces will remain closed when not in use. Where possible, doors will be propped open to reduce touchpoints.

The Children's Library room will have limited access. Only one family will be allowed in the room at any time. Patrons can request materials at the front desk/over the phone/through our catalog and staff will retrieve them from the Children's Library.

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.

Use of meeting rooms will be limited to groups of 10 or less. Anyone using the meeting rooms must agree to comply with social distancing rules and masks must be worn. Gym rentals may be limited to only one family, rather than groups.

Tape X's will be placed on the floor at service desks showing 6ft distances. When browsing shelves, 6 foot distance must be maintained, with a maximum of two people in each aisle.

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 patrons homes/outside the building with no staff contact.

### **Phase 3: Reopening Plan for Building (50%-99% Capacity)\***

Curb-side service may continue during Phase 3. Library occupancy may be monitored to prevent overcrowding. Social distancing measures will be in place. Staff will be cleaning and disinfecting touch points multiple times throughout the day.

Soft seating will be reduced/eliminated. Some computers will be marked out of service to reduce closeness. Seating at tables will be limited. Toys and stuffed animals will remain put away for the time being.

Plexiglas shields will be installed at service desks. Staff should use book carts to block open desk entrances from patrons. Office doors between public and staff spaces will remain closed when not in use. Where possible, doors will be propped open to reduce touchpoints.

The Children's Library room will have limited access, may still be limited to only one family at any time. Patrons can request materials at the front desk/over the phone/through our catalog and staff will retrieve them from the Children's Library.

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.

Use of meeting rooms and gym will be limited per the current state recommendation. Anyone using the meeting rooms must agree to comply with social distancing rules and masks must be worn.

Tape X's will be placed on the floor at service desks showing 6ft distances. When browsing shelves, 6 foot distance must be maintained, with a maximum of two people in each aisle.

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 patrons homes/outside the building with no staff contact.

### **Phase 4: Back to Business as Usual\***

Soft seating will be replaced. All computers will be reopened. Tables will have all chairs again. Toys and stuffed animals will return to the public areas.

Plexiglas shields may or may not remain, we will have to assess at the time.

The Children's Library will be open to the public.

The meeting rooms and gym will be back in use with normal procedures.

Library programming will return to normal.

\*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, various Executive Orders, and the guidelines of the Huron County Health Department. Some changes may be permanent. Phases may not always go in order and we may have to backtrack at times.