



General Procedures: Re-Opening Plan Richards Library Phase I, II & III

General Procedures:

- Upon receiving notification that NY State, by way of its Regional Phased Re-Opening Plan, NY Forward, has commenced;
- And notification that Phase 4 of that plan, which currently includes libraries, has begun;
- And the Southern Adirondack Library System has given the direction that libraries within its system under Phase 4 may commence re-opening;
- The Richards Library will initiate its Phase I Re-Opening Plan.

Phase I: Pre-Opening Instructions

- At least 7 days prior to the library's re-opening, Monday, July 6th, 2020, Staff members, designated as Team "A", will start reporting to prepare for the re-opening;
- The Staff rotation, as designated by Teams, will be as follows: Team "A": Director Mike Sullivan and Library Assistant, Lynn Crandall; Team "B": Library Assistant, Barbara Whitford and Library Assistant, Mary Eaton; Personnel fill-ins will be accomplished by Library Assistant, Judy Stein. Occasional fill-ins may be required; to be designated at a future time;
- At this time, the Team "A" will work from 10 AM-6 PM, Monday through Friday;
- Teams **must** wear a medical-style mask (or bandana or scarf) that covers their mouth and nose, face shields and gloves at **ALL TIMES**;
- Social Distancing will be practiced at all times; duties will be performed to ensure this protocol is maintained;
- At this time, the primary duties will focus on quarantining of newly returned materials; the checking in of quarantine cleared materials, placing quarantined safe materials in containers for shipping; and other related Library duties;
- On July 8th, the SALS delivery service will begin picking up cleared materials **ONLY**; there will be no deliveries of requested items or transfer of requested materials until further notice;
- Prior to Team "A" reporting for re-opening, our contracted janitorial service and contracted carpet cleaning service will have been contacted to come in and perform their individual tasks;
- Even after contracted services have been performed, Team "A" will do a precautionary re-cleaning and sanitizing of the library;

- Cleaning of the Library will be in accordance with the CDCs “Guidance for Cleaning and Disinfecting: Public Spaces, Workplaces, Businesses, Schools and Homes” pamphlet and the use of Best Practices.

Setting up of controlled entry points:

- The last portion of Phase I will deal with setting up controlled entry points;
- This point will be at the Library Avenue;
- The area will include 2-6 foot long folding tables and a sign informing patrons that they will pick-up and/or drop off their materials at the end of the table;
- The tables at the control points will be wiped clean after every visit;
- Additional details for this process is contained in Phase II.

Phase II: Limited Public Access and Guidelines

- Team “B” will commence their weekly rotation, the week after Team “A”. Access by the Public will be extremely limited and confined to the controlled entry point, which will begin on Monday, July 13th, 2020 and the Public hours will be from 10 AM-3 PM for both Teams;
- Team “B”, will work Monday-Wednesday-Friday **ONLY** from 10 AM-6 PM; please check the work schedule for Tuesday and Thursday;
- The Teams will maintain this schedule until further notice;
- Teams must wear a mask and face shield, as described in Phase I, at all times and wear gloves when handling material or dealing with the public;
- Social Distancing **MUST** be maintained at all times during the work day or as much as physically possible;
- During the normal days that the Teams will be dealing with the Public, 1 Team member will occupy the Circulation desk and perform the normal duties related to that area while the other Team member will circulate throughout the library performing other duties and will be the person dealing directly with patrons;
- The area at the Circulation Desk must keep clutter to a minimum and the area must be wiped down with disinfectant spray every day prior to leaving;
- At this time, services such as copying, faxing or computer use is suspended; patrons may use the free access to the Wi-Fi outside of the building.

Quarantining of Returned Materials

- Returned materials must be quarantined for 72 hours; this will apply to ALL materials;
- Those materials that have a covering, such as DVDs and Mylar covered books, may be lightly wiped down with a disinfectant BUT still must be quarantined for the 72 hours;
- Tables will be set up in the Main Room of the Library and the materials will be placed on them with a card/note indicating the date they may be processed (checked in) into the collection or be returned to their home Library. As an example, if all materials are returned on 7 July 2020, then they can be processed and/or packed for shipping on 11 July 2020;
- It is advised that, when possible, the tables should be wiped down with a cleaning/disinfectant at least once a day;
- Once the materials have reached the end of the 72 hour quarantine, they may be checked in to be returned to the collection or sent to their home libraries.

Meeting the Public Needs-Ordering Materials and Pick-Up:

- To meet the needs of the Public in ordering and picking up materials, the following guidelines will be followed to maintain Public Health and Safety for all involved;
- The Public may order their materials 1 of 2 ways: 1) Call the Library and have a member of the Staff order the materials for them. 2) By going to the Library's web page at www.therichardslibrary.com. Patrons will see an icon that says "Books, DVDs & More". Directly below that is a link to the catalog which patrons can order their books and other materials; At this time, patrons may only request materials that are carried by the Richards Library;
- Once material(s) has been selected from the collection, the patrons will be contacted and an appointed day and time will be set for pick-up; Automated notifications to patrons has been suspended until further notice;
- When a patron arrives at their scheduled time, a Team member will greet them at the entry point; the patron will stand at one end of the pick-up table, which will maintain Social Distancing protocols and wait while their requested material(s) is/are checked out'
- Once this is accomplished, the Staff member will bring the material(s) to the table, maintaining Social Distancing protocols and slide the material(s) to the patron;
- The patron will then gather their material(s) and leave; the area will be wiped down with a disinfectant spray after every patron visit;
- **IF** the patron misses their scheduled pick-up time, they will need to schedule a new day/time to do so; IF another available time is open later that day, then the patron will be scheduled for that time;
- Patrons will be able to drop off books in the Book Drop at any time or when they arrive to pick up their requested material(s);
- The returned material(s) will be gathered after the patron has left and will be placed in quarantine for 72 hours until such time they can be checked in, returned to the collection or returned to the home library.

Phase III-Extended Access and Services

IF, at a point in the future, the current health crisis reaches a time where the State of New York, through its NY Forward program and in consultation with all Federal, State and Local Health Departments, with additional input from the Center for Disease Control (CDC), and the Board of Trustees of the Richards Library, using NY Forward as a guide, as well as advice from SALS, decides to expand its services, the following rules and guidelines are as follows:

- All teams will continue to follow the established rotational work schedule and Teams as stated in Phase I and II of these guidelines;
- The Personnel Protection Equipment (PPE), as stated in Phase I and II of this guideline, will still be required;
- Quarantine procedures will still be in effect for all returned materials;
- A Team member will be at the Circulation Desk, performing the required duties of that station, while the other Team member will monitor patrons and perform other duties;
- Social Distancing requirements **MUST** be maintained at all times or as much as physically possible;
- Patrons must call to set up an appointment to enter the Library to browse the collection and check out material(s); they must at **least** wear a medical-style mask (bandana, scarf, etc.); gloves are optional; Social Distancing is a must;
- Appointment times will be set up at 20 minute intervals, and no more than 4 patrons being allowed in the Library's book/DVD areas at any one time;

- If a patron misses their appointment, they will have to establish a new date/time, **UNLESS** there is another available time later that day;
- After each patron has been served at the Circulation Desk, the area must be wiped down with a disinfectant spray;
- Patrons who wish to use the Library's computers, may do so by setting up an appointment;
- There will be **ONLY 2** computers available for patrons to use and Social Distancing will apply to the area;
- Patrons will be limited to 30 minutes usage **OR** they can sign up for back-to-back appointments for 1 hour, but that will be the maximum time limit for **ALL** patrons;
- Only 2 patrons will be allowed at any time during a 30 minute period (or 1 hour, if both made an appointment for the additional time);
- A Team member will wipe down the area with disinfectant spray after the patrons are through utilizing the area;
- A Team member will monitor all areas of the Library and disinfect any areas that may have been used by a patron, using a disinfectant spray;
- A Team member must clean the community bathroom at the end of every day, using a disinfectant and protective equipment;
- At this time, faxing and copying services will remain suspended until such times that safety protocols can be established to sanitize and disinfect any currency that is used for payment of those services;
- As a precaution, all toys, games, puzzles, etc., will be removed from the Children's Room to prevent any contamination;
- During all phases of the Library's re-opening and during any and all interactions with the Public, that the priority of the Teams, in relation to our patrons, is Public Health and Safety; use common sense and best practices in all situations.

Approved by the Board of Trustees of the Richards Library 19 May 2020

Any Policies and/or Plans Related to the COVID-19, Coronavirus, Have Been Pre-Approved by the Board of Trustees of the Richards Library as of 17 June 2020