



Richards Library Phased Re-Opening Plan

The following are guidelines approved by The Board of Trustees of the Richards Library. These are effective 19 May 2020. The guidelines represented in this document are considered fluid and will be reviewed and revised as updated information is received.

On 16 March 2020, the Richards Library was closed due to the COVID-19 Coronavirus pandemic, and by New York State Governor Andrew Cuomo and his Executive Order 202 declaring a state disaster emergency and Executive Order 202.6 declaring a 100% workforce reduction for non-essential personnel.

If and when the situation within New York State reaches a level that Governor Cuomo, on the advice of the State's Department of Health, decides to re-open the non-essential businesses within the State in a phased manner, the Board of Trustees of the Richards Library sets forth this plan and guideline for a Phased Re-Opening of the Richards Library. **The primary goal of these guidelines and rules is to maintain the Public Health and Safety of our Staff and Patrons.**

PHASE I: A plan for re-opening is initiated by the Governor of New York State

- Conditions for re-opening of non-essential businesses is issued by the Governor of New York State, as outlined in NY Forward, and disseminated to all pertinent entities;
- The Richards Library, being an Association Library, would be listed under Phase 4 of the NY Forward guidelines, under the category of Education;
- When, at such time, that a date is set for Phase 4 to commence;
- The Staff of the Richards Library will initiate the following procedures:
 - ❖ At least 7 days prior to an opening date, the Staff, designated as Team "A" of the Richards Library will report to the Library to prepare to re-open;
 - ❖ Work days will be limited to 4-5 hours per day to limit contact between team members and Teams while maintaining social distancing protocols and wearing safety gear (See Phase II);

- ❖ Teams will report on a rotational basis. The Director, along with 1 member of the Staff, Team “A” (see schedule listed in Phase II), will commence intake of all materials that have cleared quarantine and place into quarantine all newly returned materials for a period of 72 hours to ensure they, the materials, are safe to be transported to other libraries and/or to be placed back within the collection;
- ❖ Staff Team “B”, will report on following week, to open the library on a limited basis and continue to monitor the quarantined materials until all said materials have been rendered safe and ready for processing as well as servicing the Library needs of the members of the Public;
- ❖ Materials that are to be returned to their home libraries will be put in transport containers and set aside to be picked up and delivered via the SALS Delivery Service, once that service has been re-activated;
- ❖ Staff Teams will then do cursory cleaning, sanitizing, and other library duties during the course of their work schedule. It is further decided that the contracted cleaning service report to the Library to do a complete cleaning of the building prior to re-opening as will the contracted carpet cleaning service.

PHASE II: Re-Opening the Library to the public on a limited basis

Days, Hours, Work Schedule and Safety Guidelines for the Staff:

- The Library will open, the following week, on a limited basis which would include days and hours;
- The Library will open on Mondays, Wednesdays and Fridays between the hours of 10 AM-3 PM;
- The Library will be open to Team “A” ONLY on Tuesdays and Thursdays between the hours of 10 AM-3 PM;
- The Library will be CLOSED on Saturdays and Sundays;
- The Rotation of Staff Teams is as follows:
 - ❖ Team “A”, Director Mike Sullivan and Lynn Crandall; Team “B”, Barbara Whitford and Mary Eaton; Substitute/Fill-In: Judy Stein;
 - ❖ Team “A” will be on duty all week, while Team “B” is off; Team “B” will work the next week while Team “A” is off and the pattern is repeated until such time that the Library expands its current operating days and times (See Phase III).
- The Teams will, in the course of their duties, wear a face shield, protective mask and gloves when handling materials and/or dealing directly with members of the Public or each other;
- Social Distancing protocols must be maintained by Teams, as much as physically possible, which means that 1 Team member will be posted at the Circulation Desk to accomplish normal duties, while the other Team member will circulate throughout the Library performing other duties.

Admission of the Public to the Library

- At this time, there will be **no full access** into the Library for Members of the Public to utilize the Public Access Computers OR browse the collection in the Library;

- Members of the Public will have limited access at its Main entry point at the Library Avenue entrance for pick-up or dropping off of materials. Library Staff will erect a service point at this entry location which will conform to Social Distancing protocols;
- Members of the Public can return books at the Book Drop (Library Avenue) **IF** they are **ONLY** returning books; the returned books will be placed in 72 hour quarantine prior to being checked in to the collection or transported to the materials' home library;
- Members of the Public can order books via the catalog on the Library's Web Page (www.therichardslibrary.com) OR call the library to have a member of the Staff order their material(s).
- At this time, only materials from the Richards Library maybe requested as use of Inter-Library Loans/Request Manager is temporarily suspended until further notice;
- Members of the Public will receive a notification from the Team on duty that requested materials have arrived and an appointment time will be scheduled for pick-up. If they have books or other borrowed materials that they need to return, they may do so at this appointed time. These returned materials will be placed in 72 hour quarantine prior to being returned to the collection or their home library;
- If Members of the Public miss their scheduled appointment, they must schedule another time **UNLESS** there is an opening later that same day, at which point they will be re-scheduled for that time;
- Members of the Public must, until further notice, wear ***at least*** a protective mask of some sort (medical-style mask, bandana, scarf, etc.) that covers their nose and mouth;
- Those members of the Public that do not have a protective mask **will not** be allowed to pick up their requested materials; the Library **will not** issue to the Public temporary masks to be worn at the entry points of the Library;
- **IF**, a member of the Public can not wear a mask due to a medical/physical issue, then it is suggested that they have a member of their family, who is also a part of their household, to pick-up/drop off materials. The library is not set up for an alternative pick-up/drop off site within the building, due to lack of space;
- Gloves are optional for use by the public, but it is **highly** recommended;
- All members of the Public **must** maintain Social Distancing protocols at the entry points of the Library and will be courteously reminded to do so;
- **IF** Members of the Public need to gain access to the internet, they may use their phones, tablets or laptops to connect to the Library's Wi-Fi, which is available 24/7, at any nearby location adjacent to the exterior of the Library;
- Copying and faxing services are suspended at this time;
- Any member of the Public who refuses to follow these guidelines will be asked to leave the Library and possibly incur a suspension of privileges;
- It will be determined, at a later date, when members of the Public will have access to the Library to browse the collection, use the Public Access Computers and utilize other services as they become available.

PHASE III

Expansion of Library Services

- **IF**, at a future date, the Governor of New York State, the New York State Department of Health and other associated Federal and Public Health departments conclude that the

current health crisis, the COVID-19 Coronavirus pandemic, has reached a level that it is safe to resume “normal” day-to-day activities, the Library will, if it is deemed safe, resume its regular, pre-health crisis hours and work schedule;

- If this eventuality does occur, the Library Staff will still practice certain protocols that ensure they maintain a healthy work environment and protects their personal health; such as:
 - ❖ Maintain Social Distancing protocols;
 - ❖ The wearing of masks and/or face shields, for Staff and the Public may still be required, depending on guidelines issued by Federal, State and Local Public Health organizations, including the Center for Disease Control (CDC).
 - ❖ Wash hands frequently and/or use hand sanitizer;
 - ❖ Cough or sneeze into the crook of one’s arm;
 - ❖ Disinfect common areas used by the Public and Staff regularly during the course of the day;
 - ❖ Use Common Sense and Best Practices when dealing with the Public and be aware of one’s current health situation; when in doubt, call in for a sick day and contact your health provider.

Formatted, Reviewed and Approved by the Board of Trustees of the Richards Library on 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