



# 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 from 10 AM-6 PM while wearing protective gear and practicing Social Distancing protocols;

- ❖ 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 96 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 for the Public to pick up requested materials by appointment; the Team “A” will work until 6 PM;
- The Library will be open to Team “A” ONLY on Tuesdays and Thursdays between the hours of 10 AM-6 PM; No Public entry;
- The Library will also 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, will have the option to wear a face shield, protective mask and gloves when handling materials and/or dealing directly with members of the Public or each other; the Team members must wear at least a face covering and gloves;
- 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;
- Team “B” will work a modified schedule as follows: Monday-Wednesday-Friday: 10 AM-6 PM, where the Public will be granted limited entry between the hours of 10 AM-3 PM; Tuesdays and Thursdays, the Library will be closed to the Public but 1 Member will

work from 10 AM-3 PM on Tuesdays; on Thursdays 1 Member will work 10 AM-3 PM while the other Member will work 10 AM-1 PM.

### **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) **anytime**; the returned books will be placed in 96-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](http://www.therichardslibrary.com)) OR call the library to have a member of the Staff order their material(s).
- Materials may be requested from all member libraries in the Southern Adirondack Library System and the Mohawk Valley Library System;
- 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 96-hour quarantine prior to being checked-in and then 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;
- At this time, **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;

- There will be **NO** Public use of bathrooms.

### **PHASE III**

#### **Expansion of Library Services: Computer Use, Copying and Faxing**

- The Board of Trustees of the Richards Library and the Director has decided to expand the hours and services of the Library, and these changes are hereby instituted as of September 14<sup>th</sup>, 2020:
  - ❖ The Library will be opened on Tuesdays and Thursdays and the appropriate staff work schedule will be revised; the Team concept no longer applies and all staff members will work the same week but different days; see revised schedule;
  - ❖ Mondays, Wednesdays and Fridays are still patron book pick-up days, from 10 AM-5:30 PM, by appointment only; Staff assigned to those days will still work till 6 PM on those days and all public safety and health precautions are still in effect;
  - ❖ Tuesdays and Thursdays are now designated as Computer and Fax/Copy Days; the hours of operation will be from 10 AM-4 PM;
  - ❖ For Computer use, patrons will be allowed to use only 2 computers, Computers 1 & 4, for a maximum time of 60 minutes per day, per person and they must call to reserve a computer; At this time, **NO** school aged children will be allowed into the Library or be allowed to use the computers;
  - ❖ Patrons must wear a face covering that covers their mouth and nose at all times and all public safety and health precautions are still in effect as is social distancing protocols; gloves are optional, **BUT** recommended;
  - ❖ Prior to fully entering the Library and proceeding to the Public Access Computer area, patron's temperature will be taken and if their temperature is 100° or greater, they will be asked to leave and seek medical attention; If their temperature is below 100°, they will be instructed to use supplied hand sanitizer and proceed to the computer area;
  - ❖ Faxing and copying requests, which will be a "walk-in" service, will be handled at the Entry Control Point located at the Library Avenue entrance; patrons must still wear a face covering that covers their mouth and nose;
  - ❖ Patrons will bring what they need to have copied or faxed, hand it to a member of the Staff, who will make the appropriate amount of copies or send the fax for the patron; Staff members will wear the appropriate face covering and wear gloves, since money will be exchanged at the end of the transactions; Team members will use sanitizer after all money transactions;
  - ❖ Patrons will remain at the Entry Control Point until their requests are completed, pay the required amount and exit from the Library;
  - ❖ Book returns will still be 7 days a week at the Library Avenue entrance and all returned material will be quarantined for 96 hours until they can be checked-in, and returned to the collection or to their library of origin;
  - ❖ There will be **NO** Public use of bathrooms.

### **PHASE IV**

#### **Expansion of Library Services: Patron Browsing, Copying and Faxing**

- The Board of Trustees of the Richards Library and the Director has decided to expand the services of the Library, and these changes are hereby instituted as of November 16<sup>th</sup>, 2020:
  - ❖ The Library will now be open to patron browsing on Monday, Wednesday and Friday with no change to the work schedule as instituted during Phase III;
  - ❖ Patrons will be allowed to browse the collection, by appointment only, on the above stated days, from 10:20 AM-5:30 PM;
  - ❖ **ONLY** 3 patrons will be allowed into the Library to browse for a period of 15 minutes per allotted time slot;
  - ❖ Book pick-up appointments will still proceed on these days and according to the already established appointment schedule with all procedures established in Phase III in place;
  - ❖ Copying and faxing will also be allowed on these days and all procedures established in Phase III will remain the same;
  - ❖ Patrons must wear a face covering that covers their mouth and nose at all times and all public safety and health precautions are still in effect as is social distancing protocols; gloves are optional, **BUT** recommended;
  - ❖ Prior to entering the Library to browse, patron's temperature will be taken and if their temperature is 100° or greater, they will be asked to leave and seek medical attention; If their temperature is below 100°, they will be instructed to use supplied hand sanitizer and begin browsing; patrons must still wear a face covering that covers their mouth and nose;
  - ❖ Patrons will follow directions to browse fiction, non-fiction and other areas, as well as the procedure to check-out materials and exit the Library;
  - ❖ Patrons will enter the Library at the Library Avenue entrance and exit through the Elm Street entrance;
  - ❖ There will be **NO** Public use of bathrooms.

## PHASE V

### Expansion of Library Services: Library Access for Children

- The Board of Trustees of the Richards Library and the Director will decide, at a date to be determined, to expand services to allow children access to the Library, and institute the following rules/guidelines:
  - ❖ Children, being a minimum age of 4, and not to exceed the age of 13 years old, will be able to browse the Library collection on Monday, Wednesday and Friday, from 10:20 AM-5:30 PM, by appointment;
  - ❖ **ALL** children must be accompanied by a parent/guardian at **ALL** times;
  - ❖ Children **must** wear a face covering that covers their mouth and nose at **all** times and all public safety and health precautions are still in effect as is social distancing protocols with their parent/guardian;
  - ❖ Prior to entering the Library to browse, the children and their parent/guardian's temperature will be taken and if either of their temperature is 100° or greater, they will be asked to leave and seek medical attention; If their temperature is below 100°, they will be instructed to use supplied hand sanitizer and begin browsing;

- ❖ All directions and procedures will apply to the children as well as their parent/guardian as stated in Phase IV; No more than 3 patrons, which would include any parent and child(ren) which would lead to a total of 3, will be allowed in the Library during any appointed time slot; EXAMPLE: a parent with 2 children, between the minimum and maximum age, would be a total of 3 people allowed into the library for a particular appointed time slot;
- ❖ A **maximum** of 2 children will be allowed per parent/guardian;
- ❖ **ALL** children and parent/guardian will be allowed 15 minutes to browse with no sitting allowed in the Library;
- ❖ There will be **NO** Public use of bathrooms;
- ❖ There will be **NO** alteration to the Book Pick-up days and time as well as no change to the copying and faxing services extended in Phase IV.

## **PHASE VI**

### **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, as They Evolve,  
Have Been Pre-Approved by the Board of Trustees of the Richards Library as of  
17 June 2020**

