



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

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, and gloves at **ALL** times with the option to wear an additional face shield or safety glasses;
- 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 entrance;
- 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 gloves at **ALL** times when handling material or dealing with the public; again, the wearing of a face shield or safety glasses is optional;
- 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 96 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 96 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 96-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 order items/materials from any library in SALS or MVLS;
- 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 96 hours until such time they can be checked in, returned to the collection or returned to the home library.

Phase III-Expanded Access and Services: Computer Use, Copying and Faxing

IF, at a time, the Director and the Board of Trustees feels it is now ready to allow the Public to enter the Library to use the Public Access Computer area and request copies and send faxes, the following protocols **WILL** be followed:

Staff:

- There will no longer be Team "A" and "B"; members will work the same week;
- If days open and hours to serve the public are increased, new schedules will be made for the Staff and the Public will be made aware of the changes via Facebook, web page and The Sun newspaper;
- Staff **MUST**, wear at all times, a mask or face covering, gloves, with protective eye wear (safety glasses or face shield) still being optional **BUT** recommended (or until such time that the CDC and other State and Local Public Health agencies deem them mandatory);
- Must maintain Social Distancing protocols as much as physically possible;
- Must, prior to opening up for the Public to enter, take each other's temperature with the Infrared thermometer, and ask a series of questions concerning their current health:
 - ❖ Do you currently have a headache, scratchy or sore throat, are you feeling nauseous, have you been in a large group of people in the last 24 hours, have you or anyone in your immediate family been exposed to a possible Coronavirus positive individual and do you feel well enough to work your schedule;
- A daily record must be accomplished and saved for reference of the above temperatures and question responses;

- Once this is accomplished, the Staff may open up the Library for the Public to enter.

Procedures for the Staff regarding the Public:

- Patrons who wish to use the Library's computers, may do so by setting up an appointment; Until further notice, children, which includes all school aged children are not allowed to enter the Library or use the computers inside the library;
- There will be **ONLY** 2 computers available for patrons to use and Social Distancing will apply to the area;
- Patrons will be limited to 60 minutes' usage maximum , per person, per day on Tuesdays and Thursdays;
- Only 2 patrons will be allowed at any time during a 60-minute period;
- A Team member will wipe down the area with disinfectant spray after the patrons are through utilizing the area;
- At this time, faxing and copying services will re-open as a "walk-in" service and patrons will bring in the material they want copied or faxed and remain at the Entry Control Point while a staff member will complete the stated task; staff will maintain the wearing of safety gear and will either wash their hands or use hand sanitizer after handling any money;
- During all phases of the Library's re-opening and during any and all interactions with the Public, the priority of the Staff, in relation to our patrons, is Public Health and Safety; use common sense and best practices in all situations.

Phase IV-Extended Access and Services: Patron Browsing, Copying and Faxing

- **IF**, at a time, the Director and the Board of Trustees feels it is now ready to allow the Public to enter the Library to browse the collection, the following protocols **WILL** be followed:

Staff:

- Staff **MUST**, wear at all times, a mask or face covering, gloves, with protective eye wear (safety glasses or face shield) still being optional **BUT** recommended (or until such time that the CDC and other State and Local Public Health agencies deem them mandatory);
- Must maintain Social Distancing protocols as much as physically possible;
- Must, prior to opening up for the Public to enter, take each other's temperature with the Infrared thermometer, and ask a series of questions concerning their current health:
 - ❖ Do you currently have a headache, scratchy or sore throat, are you feeling nauseous, have you been in a large group of people in the last 24 hours, have you or anyone in your immediate family been exposed to a possible Coronavirus positive individual and do you feel well enough to work your schedule;
- A daily record must be accomplished and saved for reference of the above temperatures and question responses;
- Once this is accomplished, the Staff may open up the Library for the Public to enter.

Procedures for the Staff regarding the Public:

- Patrons who wish to browse the Library's collection, may do so by setting up an appointment;

- **ONLY** 3 patrons will be allowed in during the scheduled time slot to browse and Social Distancing protocols will apply to all;
- Patrons will be limited to 15 minutes of browsing, per person, per day on Monday, Wednesday and Friday;
- Temperatures will be taken, using the previously mentioned guidelines and health questions will be asked of all patrons but, a record will **not** be maintained; the appointment schedule will keep track of which patrons were in to browse on what date and at which time;
- Patrons will be advised on the paths to take when browsing the fiction or non-fiction collections, how to proceed to check-out and how to exit the building;
- Patrons will not be allowed to sit while browsing in the Library;
- **ALL** patrons will enter through the Library Avenue entrance and exit through the Elm Street entrance; prior to browsing, patrons will be directed to use hand sanitizer;
- At this time, faxing and copying services will be extended to Monday, Wednesday and Friday. All procedures that apply to copying and faxing will still apply per Phase III;
- During all phases of the Library's re-opening and during any and all interactions with the Public, the priority of the Staff, in relation to our patrons, is Public Health and Safety; use common sense and best practices in all situations.

Phase V-Extended Access and Services: Children in the Library

- **IF**, at a time, the Director and the Board of Trustees feels it is now ready to allow children to enter the Library to browse the collection, the following protocols **WILL** be followed:

Staff:

- Staff **MUST**, wear at all times, a mask or face covering, gloves, with protective eye wear (safety glasses or face shield) still being optional **BUT** recommended (or until such time that the CDC and other State and Local Public Health agencies deem them mandatory);
- Must maintain Social Distancing protocols as much as physically possible;
- Must, prior to opening up for the Public to enter, take each other's temperature with the Infrared thermometer, and ask a series of questions concerning their current health:
 - ❖ Do you currently have a headache, scratchy or sore throat, are you feeling nauseous, have you been in a large group of people in the last 24 hours, have you or anyone in your immediate family been exposed to a possible Coronavirus positive individual and do you feel well enough to work your schedule;
- A daily record must be accomplished and saved for reference of the above temperatures and question responses;
- Once this is accomplished, the Staff may open up the Library for the Public to enter.

Procedures for the Staff regarding the Public:

- All procedures for Staff regarding interaction with the Public will remain the same as in Phase III and IV;
- With regard to children, the following applies:
 - Children, between the minimum age of 4 through a maximum age of 13 years old, will be allowed into the Library to browse the collections;
 - **ALL** children will need to wear a mask or face covering while in the Library at **ALL** times;
 - **ALL** children must be accompanied by a parent/guardian at **ALL** times while in the Library;
 - The appointment system outlined in Phase IV, applies to the children as well; **EXAMPLE** if a parent with 2 children, between the minimum and maximum age, enter the library, the maximum allowable number of patrons of 3 has been met for that appointed time slot;
 - **ONLY** 2 children per parent/guardian will be allowed in to browse; this is to maintain control of the number of persons in the Library at any one time, not to exceed the maximum of 3;
 - During all phases of the Library's re-opening and during any and all interactions with the Public, the priority of the Staff, in relation to our patrons, is Public Health and Safety; use common sense and best practices in all situations.

Phase VI-Extended Access and 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 optional face shields/safety glasses, 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.

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