

Allegan District Library Reopening Plan COVID-19 Preparedness and Response

Purpose

Allegan District Library will reopen in phases, as recommended by the State of Michigan, the CDC, OSHA, MIOSHA, and Allegan County Health Department. Each phase is dependent on factors based on recommendations from local and national health agencies, and local and statewide governing bodies. The primary consideration in this plan is maintaining the safety of library patrons and staff while finding ways to provide important library services.

Implemented in All Phases:

- Procedures for cleaning and disinfecting common areas per CDC and OSHA guidelines.
- Procedures for safely handling, cleaning, and quarantining returned materials per CDC guidelines.
- Requiring all staff to wear cloth masks if they are medically able to tolerate a mask.
 - The library will make sure all staff members have at least 2 cloth masks, and will provide up to 2 cloth masks per staff member if they are unable to acquire their own.
- Providing gloves to wear, and if unable to obtain gloves, encouraging regular hand washing.
 - At the time of this draft publication, gloves are not indicated for library work (library work is considered under the umbrella of mass gathering areas).
- Encourage testing of staff for coronavirus, if, and when, testing of the general public becomes available and widespread.
 - Including time off to be tested.
- Accommodate the needs of vulnerable populations and allow for service hours that accommodate their needs.

What is Required to Allow the Library to Reopen?

Some combination of the below:

- An end to Governor Whitmer's "Stay Home, Stay Safe" Executive Order.
- An end to Governor Whitmer's "Safer at Home" Executive Order.
- An Executive Order allowing staff to return to the building, even if public accommodations, including libraries, are still closed to the public.
- Enough staffing for the library to run all of its core operations.
- Continued clear guidance for workplace safety from state and local governmental health care agencies.
- Access to a sufficient supply of necessary materials to maintain high hygiene standards per guidance from healthcare agencies.

Phase 0: Stay at Home/Safer at Home Executive Order; library closed to both public and staff, essential tasks only.

Time: To be determined by Executive Order.

- Building use is restricted to Library Director, Administrative Assistant, Facilities Coordinator.
- Staff working from home as abilities and tasks permit.
- Book return closed and locked.
- Informational signs posted on all exterior doors.
- Information posted on website, Facebook, and other social media channels.
- All meetings held via teleconferencing systems.
- All programs are canceled; all public use of the building is restricted.

For all Following Phases:

- Staff will be asked to monitor their health at home, and will stay home or return home if COVID-19 symptoms are exhibited.
- Staff will wear masks while in the building and within 10 feet of another staff member.
- Staff will social distance from each other to the extent they are able and can complete tasks; 6 feet distancing is recommended.
- Staff will wear gloves if handling returned materials; will wash hands regularly.
- All frequently touched surfaces and shared objects will be disinfected regularly.
- Staff will be given individual hand sanitizer spray bottles to use while in the building.

Phase .5: Public accommodations are open to staff; library closed to the public.

Length: Minimum 1 week, or determined by Executive Order or regional guidance.

- Only staff allowed in the building; schedules will be staggered, time in the building will be limited.
- Staff working from home as abilities and tasks permit.
- Exterior book return will be unlocked and only returns allowed.
- Materials returned will be quarantined for 48 hours before returning to circulation.
- Staff will work on installing social distancing guidance tools for the public.
 - This includes, at least: plexiglass shields for public service desks, floor stickers for public indicating where to stand, taping arrows on the floor for traffic flow, cordoning off areas of the library which serve as seating and gathering areas.
 - Some public computers may be moved or removed to allow for social distancing.
 - Children's toys and games will be put into storage.
- All staff members will assist in various areas, which occasionally may be outside their job descriptions. "Other tasks as assigned" will be kept in mind.
- Virtual programs will continue.
- Board of Trustee meetings will be encouraged to be held by teleconference if allowable by Executive Order.
- Hours open for staff: Mon-Fri 10am-3:30pm.

Phase 1: Curbside Service; library closed to the public.

Length: Minimum 3 weeks, or determined by Executive Order or regional guidance.

- Only staff allowed in the building; schedules will be staggered, time in the building will be limited.
- Staff working from home as abilities and tasks permit.
- Materials returned will be quarantined for 48 hours before returning to circulation.
- All staff members will assist in various areas, which occasionally may be outside their job descriptions. "Other tasks as assigned" will be kept in mind.
- Director will work with staff to implement and carry out "curbside service."
 - Curbside service may change or be carried out differently, as patron needs become clear and apparent.
 - Materials can only be returned in the exterior book return.
 - Carts will be set up in the Hubbard Street lobby for patrons to pick up their materials.
 - A laptop for public use may be set up in the lobby if it does not interfere with curbside service and can be adequately secured for safety purposes.
- Interlibrary loan service (MeL) will not be available at this time.
- Virtual programs will continue.
- Board of Trustee meetings will be encouraged to be held by teleconference if allowable by Executive Order.
- Hours open to curbside service: Mon-Fri 10am-3:30pm.

Phase 2: Indoor Limited Service; library open to the public with limitations.

Length: Minimum 1-2 months, or determined by Executive Order or regional guidance.

- Patrons will be allowed in the building in limited numbers and/or for a limited amount of time, as allowed by law.
 - Number of patrons allowed at one time will be dictated by Executive Orders and regional guidance. Signage will clearly indicate this number.
 - Keeping track of patrons may necessitate closing the riverfront lower level entrance for proper flow.
 - Signage and staff reminders will indicate a request that patrons limit their time in the library to 30 minutes or less.
- Materials returned will be quarantined for 48 hours before returning to circulation.
- All staff members will assist in various areas, which occasionally may be outside their job descriptions. "Other tasks as assigned" will be kept in mind.
- Curbside service, as in Phase 1, will continue.
- Interlibrary loan service (MeL) will be available in this phase, pending guidance from Midwest Collaborative Library Services and the Library of Michigan.
- Patrons will be able to browse the stacks, and will be required to follow signage and marked areas on the floor.
 - Use of self-checkout stations will be highly encouraged; additional self-checkout stations may be modified using our current equipment and hardware.
- Materials returned only in the exterior book return.

- Seating areas, the Digital Lab, the Perrigo STREAM Lab, the Perrigo Learning Lab, the entire lower level, the local history area, the outside deck, and other areas as determined by the Director, will be closed to the public.
- Social distancing guidelines will be enforced and patrons refusing to follow guidelines may be asked to leave for the day.
 - Staff will keep in mind what is enforceable and will defer to the Director.
- Public computers will be removed or moved to allow for social distancing.
 - Computer use will be limited to 30 minutes with one 30 minute extension allowed. This will be strictly enforced.
 - Staff assistance for computers will be limited to allow for social distancing; may need to be eliminated if unfeasible.
 - Computers will be wiped down (keyboards, mice) between use.
 - No headphones, thumb drives, charging cables, etc, items will be available for use.
- Copies, prints, and faxes will be free during this stage to limit money handled by staff.
 - Free copies and prints limited to 10 pages.
 - Free faxes limited to 5 pages.
 - Limits help to reduce time spent at copy and fax machines and reduce lines.
- Virtual programs will continue; no in-person programs during this phase.
- No meeting room use by members of the public during this stage.
- Board of Trustee meetings will be encouraged to be held by teleconference if allowable by Executive Order.
- Hours open to limited public service: Mon-Thu 10am-6pm, Fri 10-5:30pm.

Phase 3: Less-restrictive Indoor Service; library open to the public with fewer limitations.

Length: Up to several months, or determined by Executive Order or regional guidance.

- Hygiene protocols from earlier phases may be relaxed if guidance from health agencies permits.
- Materials returned will be quarantined for 48 hours before returning to circulation.
 - Quarantine of returned materials may relax if guidance from health agencies permits.
- All staff members will assist in various areas, which occasionally may be outside their job descriptions. “Other tasks as assigned” will be kept in mind.
- Curbside service, as in Phase 1, will continue as long as there is use and demand.
- Materials returned only in the exterior book return.
- Social distancing guidelines will be enforced and patrons refusing to follow guidelines may be asked to leave for the day.
 - Staff will keep in mind what is enforceable and will defer to the Director.
 - This may be relaxed if guidance from health agencies permits.
- Public computers will be returned to full capacity.
 - Computer use will be limited to 60 minutes with one 60 minute extension allowed. This will be strictly enforced.
 - Staff assistance for computers will be limited to allow for social distancing.

- Computers will be wiped down (keyboards, mice) between use.
- No headphones, thumb drives, charging cables, etc, items will be available for use.
- Copies, prints, and faxes return to self-service and return to regular cost.
- Virtual programs will continue; small in-person programs may begin provided social distancing can be maintained.
- No meeting room use by members of the public during this stage.
- Seating areas may open up if social distancing guidelines relax and guidance from health agencies permits.
- Board of Trustee meetings will be held in the Carnegie Room to allow for social distancing.
- Hours open to less-restrictive indoor service: Mon-Thu 10-6pm, Fri 10-5:30pm, Sat 10-2pm.
 - Slow return to regular hours as guidance from health agencies permits and other regional libraries return to regular hours.

Phase 4: Return to Regular Service; library open to the public with few or no restrictions

Length: Into the future

- It is unknown at this time when this will be able to happen.
- When the library returns to regular service with few or no restrictions, this policy will end or be modified.
- Some hygiene protocols may continue as guidance from health agencies permits.
- Library use by the public will return to normal.
- Library hours will return to normal.

Additional Guidance:

- At any phase, the library may return to previous phases if an Executive Order requires it, or guidance from local authorities or health agencies recommend it.
- The Director shall have the power to amend each phase as operations require it, or state or local authorities or health agencies recommend it.
 - The Director will inform the Board of Trustees when large changes are to be made to this policy.
- While in effect, this policy applies in cases where it may conflict with other policies.
- If a member of the public wishes to appeal this policy, they may contact the Board of Trustees via letter or email. The Board will review the appeal at the next Regular Board Meeting and will issue a ruling via letter or email within 14 business days.
- Every staff member will be given a copy of the policy and will indicate they have read the policy by email confirmation and a signed acknowledgement will be placed in each personnel file when the library reopens to staff.