

Procedures to Begin to Re-Open

1. Recalling staff to work
 - a. Staff will be divided into smaller pools in each department. The staff groups will not intersect. Some groups may take turns into rotation.
 - b. Some job duties may be identified as work that can continue to be performed from home.
 - c. Upon request, every attempt will be made to accommodate staff in high risk categories as defined by the CDC. While not the only possible accommodation, work from home duties may be reserved for staff in this category and considered for staff who reside with a high-risk family member. Employees unable to work due to care of a child because of a school or child care facility closure due to the pandemic may also be considered for working from home.
 - d. Any staff member who cannot be accommodated but is unable to return to work should contact Human Resources regarding other options including use of paid time off benefits (if eligible), unpaid leave of absence, and possible eligibility for benefits under the Families First Coronavirus Response Act.
2. Health Screening
 - a. On the first day back, each employee should be given written expectations for preventing the spread of COVID (social distancing, use of PPE, not coming to work if feeling ill, etc.) and sign the document.
 - b. A touchless thermometer will be used for employees experiencing symptoms. Anyone with a temperature of 100.4 degrees or higher will be sent home.
 - c. Wearing masks will be required. Gloves and other PPE will be used as needed. PPE supplies will be made available to the greatest degree possible amid limited supplies.
3. Cleaning Procedures
 - a. The library will supply CDC approved cleaning products as available.
 - b. Cleaning procedures will be established for every department.
 - c. Materials will be quarantined for a period of 72 hours before returning to the shelf.
 - d. Deep cleaning and other special measures will be provided by our cleaning service.
4. Preparing the facility for patrons
 - a. Furniture will be removed or relocated to ensure a minimum of 6 feet between seating.
 - b. Floor space will be marked with tape giving visual aid to distancing

- c. Signage for guidelines will be posted.
- d. If needed, the Program Room could be used for storage, or for additional space for computers or other services.

Holds Pickup Service

We are working diligently to prepare for our curbside pickup service. We are setting up the front lobby to create our pickup materials station. We will use the front parking circle for the pickup area. Patrons will be able to park in one of six numbered parking spots and call to let us know they are here for pickup.

We will not send texts or emails when holds are available. Rather, we will call patrons and explain our process and schedule a pickup time range with the patron. We hope this will help us manage potential wait lines to get materials.

We are planning to initially address the backlog of materials that were on hold prior to closing. We are planning an official launch date of Tuesday, May 26, at which time patrons will be able to resume placing holds on materials, and will be able to pick them up at our curbside service. This is our highest priority right now.

Our general timeline is as follows:

Stage 2

- May 4: management staff returns to the library, begins to prepare the collection for curbside
- May 11: library staff returns, works to organize the collection and resumes other tasks
- May 18: patrons with existing holds will be contacted and invited to pick up materials

Stage 3

- May 26: curbside service begins. Patrons may place items on hold and pick them up at the library.
- Preparation for Stage 4 begins.