COVID-19 LIBRARY BUILDING REOPENING: PHASED PLAN

The determination to reopen the Library will depend on several factors:

- Governmental orders
- The creation of a physical environment essential for the safety and welfare of our patrons and staff
- Ability to obtain PPE for staff
- Ability to obtain cleaning supplies and disinfectant for the library

The Library will need to step back to an earlier phase if new infections occur or the government mandates additional closures.

As of May 20, 2020, the State of New York determined that the Library was permitted to operate with restriction. Restrictions include a 50% workforce reduction and curbside pickup.

The State has issued guidelines requiring all scheduled staff to respond to a daily screening assessment. A google form has been created for this purpose. The staff member will enter the information into the form and the results are kept confidential. Only the director has access to the supplied information. The form asks the following questions:

- Temperature of the staff member that day
- Have they had any COVID-19 symptoms in the past 14 days
- Have they tested positive for COVID-19 in the past 14 days
- Have they had close contact with confirmed or suspected COVID-19 cases in the past 14 days.

If an employee is sick they are to STAY HOME! If an employee responds to any of the above questions with YES they are to STAY HOME! If infected staff have been in the library the library will close for 2 weeks as a precaution.

If a worker tests positive for COVID-19 the director must notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual.

This information will be collected until the State determines it is unnecessary to do so.

Phase 1

- Library is closed to the public.
- Building is sanitized by a professional cleaning company at least once a week or more frequently if necessary.
- Safety measures installed including plexiglass barriers at public service and staff area in preparation for serving the public.
- Hand washing station and hand sanitizer available to all staff.
- Specific staff on-site for re-opening.
  - Process books that have been returned since March 13th
  - Process new material purchased for the collection
  - Remove furniture to enforce social distancing
  - Prepare lobby as triage area for curbside pickup
  - Prepare quarantine areas for returned books (books are to be quarantined for 72 hours upon return)
• Some staff may continue to work remotely (programs, respond to reference questions).
• Some staff may be temporarily furloughed.
• Staff who enter the library must wear masks and gloves provided by the library.
• Staff must maintain social distancing at all times and wear masks at all time.
• Staff must not use the staff room to congregate. They may eat at their desks or other isolated location in the library which they can sanitize.

Services offered to the public during Phase 1:
• Curbside pickup of material on reserve or materials they have requested from reference staff.
• Printing - Items to be printed may be emailed to reference email account chappaqu@wlsmail.org and will be available for curbside pickup
• Notary services via video and fax (new NY State guidelines)
• Continuation of online streaming services and ebooks
• Continuation of video programs
• Continuation of zoom board meetings

Phase 2
• Date depends on assessment of risk by the State
• Building is sanitized by a professional cleaning company at least once a week or more frequently if necessary.
• Library reopens to patrons providing limited access to physical materials and computers.
• Staff must be assigned to entrance to screen patrons entering the building
• Patrons who enter the building must wear a mask and use hand sanitizer. Hand sanitizer provided by the library at the entrance.
• Patrons must supply email contact information in case an infection occurs.
• One public restroom will be designated a hand washing station at all times.
• Hours may be reduced for sanitization and to allow staff to shelve quarantined materials before public are allowed into the building.
• Specific staff may still be working from home or furloughed.
• Public service desks (circulation, reference, children’s) – 1 person assigned at a time.
• Continue 72-hour quarantine for returned material.

Services offered to the public during Phase 2
• Services may be limited
  o New titles
  o Stacks closed. Staff will retrieve items for the public.
• No access to study or meeting rooms
• Reduced number of computers available for the public in order to comply with social distancing.
• Computer usage will be by appointment.
• Limited seating so as not to encourage extended stays or gatherings
• Reference services via telephone or email. If a patron needs face-to-face reference service there will be a barrier between the librarian and the patron at all times. Face-to-face reference will be by appointment.
• Specific hours for vulnerable patrons may be established.
• Continuation of the services offered in Phase 1

Phase 3
• Date depends on assessment of risk by the State
• Building is sanitized by a professional cleaning company at least once a week or more frequently if necessary.
• Additional service hours may be added or return to regular hours
• Social distancing is still enforced
• Some seating may be re-introduced but configured to allow for social distancing.
• Study rooms may be used by one person and disinfected after use
• Computers are accessible at socially distanced intervals
• Programs to be evaluated on a case by case basis and only held if social distancing can be managed.

Services offered to the public during Phase 3:
• Hours may return to normal
• Some seating is re-introduced
• Study rooms re-opened with a limit of one person per room, two people in the large study room if proper social distancing is maintained.
• Contention of services offered in Phases 1 and 2.

Phase 4
• Date depends on assessment of risk by the State
• Building is sanitized by a professional cleaning company at least once a week or more frequently if necessary.
• Programs may resume with limitations on large group gatherings for meetings and programs. All attendees must be able to understand and practice safe hygiene and physical distancing.

Services offered to the public during Phase 4
• All computers are back in operation
• Service desks are fully staffed
• Additional seating is back on the floor
• Contention of services offered in Phases 1, 2 and 3.

Phase 5
• Date depends on assessment of risk by the State
• Building is sanitized by a professional cleaning company at least twice a month or more frequently if necessary.
• Full-service resumes
• Contention of services offered in Phases 1-4.

Services offered to the public during Phase 5
• All services resume