



Lillie M. Evans Library

Procedure to reopen after the pandemic shut down - Updated: 2May2020

Phase 1—Stay at Home Order either Relaxed or Lifted

Library—Closed to public.

Staff—All staff return to work in library. Staff follows precautionary health measures, CDC guidelines and OSHA recommendations.

Circulation—In addition to our online resources, curbside service will be available to library users. Patrons can access the online library catalog to place holds or call the library for staff to recommend. The staff collects the materials, checks them out to patrons and sets pickup times. The pickup process will be similar to restaurants using curbside delivery.

Programs—Only online.

Returns—Outside bookdrop only—quarantined as recommended.

Phase 2—Increased Access

Library— Provide computer access in the library to the public by appointment. Restrict public access to the computer areas only. All staff and patrons will be required to wear masks in the library as long as recommended. Users call the library to make an appointment to use the computers. The staff will limit the number of people allowed at one time, accommodate social distancing spacing, and provide additional cleaning supplies for users to clean areas. Appointments will be staggered so that enhanced cleaning could take place between users.

Staff— Same as phase 1.

Circulation—Same as phase 1.

Programs— Same as phase 1.

Returns— Same as phase 1.

Phase 3—Soft Open

Library— Library will be open to public with extra precautions. Library hours would be abbreviated to provide additional sanitizing of public areas. Seating will be restricted to discourage situations where individuals congregate.

Staff— Same as phase 1.

Circulation—online, curbside and in-library.

Programs—Online, outdoor, and take & make kits.

Returns—Inside and outside bookdrop—quarantined as recommended.

Phase 4—Open but Restricted

Library—Will resume regular or “new normal” open hours.

Staff— Resume all regularly scheduled or “new normal” hours.

Circulation— Same as phase 3.

Programs—Online, outdoor, and take & make kits plus library will resume some in person library programming.

Returns— Same as phase 3.

Phase 5—New Normal

Library will resume public meeting room use and suspend seating restrictions. Library will be open to the public, business as usual; all services for general public are provided as normal and as scheduled.

Other measures to put in place:

- 1.) Staff training before the library reopens.
 - a. Require all staff members to have at least two mask follow best practices as outlined by CDC (launder them after use, care in removing them, etc.)
 - b. Go over the enhanced cleaning procedures.
 - c. Give them guidance/review the procedure for ensuring social distancing for library patrons
 - d. Review safe material handling procedures.
 - e. Blue bin procedure.
 - f. Review all items on Step Two of the Pandemic Response Procedure (no manipulatives in children's area, coffee bar closed, book drop retrieval procedures, etc.)
- 2.) Put tape on the floor near the circulation desk at 6' intervals for social distancing.
- 3.) Put wipes in public areas so users have access to additional sanitation supplies.
- 4.) Limit the number of staff working at any time.
- 5.) The director will monitor and review guidelines from the CDC; OSHA; library, local and state agencies, as well as other libraries, and adjust as required.

Hygiene Practices: To stop the spread of germs at work.

- **Stay home when you are sick.** Check your temperature daily. When you are sick, stay home, get plenty of rest, check with a health care provider as needed, and notify the Director. If a staff member has signs or symptoms indicating COVID-19 (see CDC's [Symptoms of Coronavirus](#)), the staff member will be asked to inform the Director and seek medical assistance. Staff members who have tested positive for COVID-19 may be asked to submit a doctor's note indicating they are fit to return to duty prior to returning to the library.
- **Clean your hands often.** Wash your hands with soap and water, vigorously rubbing together front and back for 20 seconds. Or use alcohol-based hand sanitizers, rubbing hands until they are dry.
- **Cover your mouth and nose when you sneeze or cough,** or sneeze into a tissue and then throw it away; use your arm or sleeve to cover if you do not have a tissue.
- **Avoid touching your eyes, nose, or mouth.** Germs need an entry point, and the average adult touches their face once every three or four minutes.
- **Clean shared surfaces and equipment often.** Use disinfectants to clean commonly touched items such as doorknobs, light switches, computers, copy machines, coffee pot handles, desktops, microwave buttons, keyboards, etc.

Physical Distancing Practices: To minimize the spread of the disease among the staff.

During the workday, staff members are requested to:

- Avoid meeting people face-to-face. Staff members are encouraged to use the telephone, online conferencing, e-mail, or instant messaging to conduct business as much as possible, even when participants are in the same building. Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least six feet from each other; avoid shaking hands.
- Do not congregate in work rooms, staff rooms or other areas where people socialize. Keep six feet apart when possible.
- Bring lunch and eat at your desk or away from others.
- Encourage staff members to request information and materials via phone and email in order to minimize person-to-person contact. Have the materials and information ready for fast pick-up or delivery.
- Wear masks when you cannot maintain 6 ft of social distancing space or when dealing with the public.