

Wolcott Public Library

LIBRARY REOPENING PLAN

Purpose

The Wolcott Public Library Board of Trustees is empowered to take the steps necessary to serve the community under its mission with the health and safety of the library staff and patrons as the top priority. Therefore, the Board of Trustees has adopted this Library Reopening Plan from the COVID-19 shutdown.

The primary goals of Wolcott Public Library's Library Reopening Plan are to:

- Comply with the criteria for reopening mandated in NY Forward (forward.ny.gov)
- Provide guidelines for the library to reopen following the Pioneer Library System plan for system-wide reopening.
- Reduce the risk of infection in, around, and on library facilities, materials, and equipment for library staff and patrons

The Director, under the authority of the Board of Trustees, is designated to enforce this plan and the following processes to comply with current public health obligations and ensure a safe workplace. The reopening plans are subject to change based on guidelines from the CDC, OSHA, the Governor's phased reopening plan and local health officials.

Step One: Planning for Local Reopening

Timeline: Now - June 15, 2020

At this time all staff should be working from home. A single employee may enter the library to complete a specific task such as payroll, accounts payable, etc. Routine or non-essential procedures should not be performed inside the library building. All patron services should be remote or virtual. There should be extremely limited to no contact with library materials.

Develop Policies

- Adopt/Update Library Emergency & Disaster Plan
- Adopt/Update Emergency Closing Policy (with Long-Term Closing provisions)
- Adopt/Update Work from Home Policy
- Update section on Sick Leave/reporting to work when sick in Personnel Policy

Develop Procedures

- Staff wearing and discarding PPE
- Staff Health Screening
- Cleaning and disinfecting common areas
- Handling and quarantining of library materials
- Contact Tracing

Budget

- Revise current budget to allocate funds for PPE and cleaning supplies
- Draft contingency budget(s) for forecasted cuts to funding

Library Hours

- Consider scaled back Hours of Operation
- Consider special hours for vulnerable populations

Procure PPE for Staff [as mandated by OSHA and NYS] and Cleaning Supplies

- Masks
- Gloves
- Hand sanitizer
- Disinfecting wipes

Facilities [will change as NY Pause is rolled back]

- Make changes to the library floor plan to comply with physical distancing guidelines especially the proximity of public computer terminals and staff work spaces to one another
- Designate an area where library materials can be quarantined for 72 hours

Step Two: Bringing Staff Back to the Library

Timeline: June 15, 2020 to June 29, 2020

The library should bring staff back to work at the library to prepare to resume services/limited services. This includes cleaning the building, ensuring an appropriate stock of PPE and supplies, implementing and practicing new procedures, clearing the backlog of to-be-processed items, and clearing the backlog of to-be-shelved items.

Staff Training

- Train staff on proper PPE use
- Train staff on new cleaning and disinfecting of library facilities
- Train staff on processes for cleaning, disinfecting, and quarantining library materials
- Train staff on new Health Screening Procedures
- Train staff on Contact Tracing Procedures
- Test new procedures and update workflow as needed

Services

- Continue/start phone reference services
- Explore/draft procedures for contactless pickup options and/or other modified services
- Draft plans for grab-and-go kits, online tracking, and virtual Summer Reading programs

Supplies

- Reinstate mail and delivery
- Begin ordering materials and library supplies
- Reopen Book Drops

Facilities

- Rearrange/remove furniture to comply with current physical distancing guidelines
- Maintain cleaning logs on site that document date, time, and scope of cleaning
- If there is more than one entrance, limit patrons to just one or make one an entrance and one an exit to better control the flow of traffic
- Place 6' distance markers on the floor at service points/circulation desk

Step Three: Modified Services to the Public

Estimated Timeline: June 30, 2020 to July 31, 2020

There will still be a risk of infection, and libraries should consider implementing services only if they have an adequate stock of PPE and stay-at-home orders have been lifted/rolled back. Face coverings/masks should be worn by staff and community members in accordance with all Executive Orders and OSHA guidelines. Contact points should be reduced as much as possible.

Staff

- Continue Health Screening procedures
- Continue Contact Tracing procedures

Library Hours

- Implement scaled back Hours of Operation – the library will not be open on Saturdays during this step.
- Implement special hours for vulnerable populations

Services

During this step, the PLS will plan on opening local holds (patrons may place holds at their library).

- Implement contactless pickup options and/or other modified services
- Implement modified Summer Reading plans

Facilities

- Limit or restrict access to certain parts of the building that encourage gathering (ex: meeting rooms, large tables, and child play areas)
- Continue to maintain cleaning logs on site that document date, time, and scope of cleaning

Step Four: Slowly Increase Services to the Public

Timeline: August 1, 2020 to December 31, 2020

The library should begin providing full services. PPE or limited PPE is still recommended for library staff during this phase. The library should be prepared for a second wave of COVID-19 in the fall/winter. This includes a plan for scaling back services and/or reclosing.

Staff Scheduling

- Continue Health Screen procedures
- Continue Contact Tracing procedures

Library Hours

- Restore Hours of Operation on Saturdays

Services

- Reintroduce in-person programs with registration caps
- PLS resumes System-wide holds for patrons (once deemed safe).
- PLS restarts regular delivery (once deemed safe).

Facilities

- Reopen parts of the building that had limited/no access during Step 3
- Leave 6' distance markers on the floor at service points/circulation desk
- Continue to maintain cleaning logs on site that document date, time, and scope of cleaning

Resources

- [Prepare Your Small Business and Employees for the Effects of COVID-19](#) (CDC)
- [Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#) (CDC)
- [Cleaning and Disinfection for Community Facilities](#) (CDC)
- [Cleaning and Disinfecting Your Facility](#) (CDC)
- [NY Forward Book](#) (NYS)