

UPDATED PHASE II REOPENING PLAN

PHASE II: STEP 1 – LIMITED SERVICES/FULL-STAFFING (JUNE 29TH -UNTIL FURTHER NOTICE)

Overview:

Building is open to the public with service restrictions (i.e. limit the number of people, time the public can spend in the building, limited services).

- Continue to follow CDC guidance to maintain health of patrons and staff and prevent infectious spread.
- Continue to monitor staff health when reporting to building.
- Continue staff social distancing and use of masks when working in building.
- Continue contactless pickup but begin to re-integrate patrons to the building for browsing and limited services.
- Activities include use of public access computers/copier on a limited basis, limited browsing of collection, and notary services by appointment.
- Programming continues to be virtual/digital.
- Meeting/Programming rooms, bookstore, café, continue to be closed.

Plan:

Reintegrates all staff who can work into the building and restores limited in-person services.

1. Building Access and Use

- a. Staff – All staff, who are able, will be permitted back into the building to support contactless holds pick-up and patron services while continuing to socially distance from others.
- b. Patrons in limited quantities may enter the building.
 - i. The number of patrons in the building will be determined using the Methods for calculating social distancing occupant loads as recommended by [FEMA](#).
 - ii. During Phase II: Step 1, the recommended occupancy load at any one time would be up to 50% of the first-floor maximum occupancy for comfortable browsing in non-seating areas. (This is approximately 15 persons.)
- c. Traffic patterns in, out, and around the building will continue to be modified.
 - i. Directional signage will be purchased and used.
 - ii. Entry and exit doors will continue to be separate to avoid patron interaction and exposure.
 - iii. Traffic in the aisles and book stacks may be altered.
 - iv. Patron traffic will be monitored by staff.
 - v. Plexiglass dividers will be used to separate computer users while social distancing is being observed.
- d. Social distancing will be encouraged and monitored by staff.
- e. Masks will be suggested and provided for patrons entering the building during regular browsing hours. Masks will be required of patrons using the library's services during senior

and other high-risk users during designated hours.

2. Hours of Service

- a. Suggested Library hours:
 - Monday: 12:00 PM – 8:00PM
 - Tuesday – Thursday: 10:00 AM – 8:00 PM
 - Friday: 10:00 AM – 5:00 PM
 - Saturday 10:00 AM – 2:00 PM
- b. Seniors and high-risk users:
 - Tuesday – Friday, 10:00 AM – 12:00 PM (Masks required)
- c. Library open for browsing with limited services:
 - Monday – Thursday, 12:00 PM – 6:00 PM
 - Friday – 12:00 PM – 5:00 PM on
- d. Library Closed from 6 PM – 8 PM, Monday – Thursday for shelving/re-shelving and pulling the next day's reserves.

3. Library Services

- a. Meeting rooms will continue to be closed.
- b. Storytime room will not be available for passive activities or storytimes.
- c. YA Room will be available for book browsing only; limited to one patron at a time, or one family at a time.
- d. Cafe will be closed.
- e. Bookstore will remain closed.
- f. Book donations will not be accepted.
- g. Study rooms will remain closed.
- h. Patron browsing - 20 minute maximum.
- i. Patron printing/copying - 20 minute maximum.
- j. Notary services by appointment only.
- k. Technology and device help will continue to be offered by staff via website, email, and telephone only.
- l. Information services will continue to be offered by staff via website, email, and telephone, but in-person information and reader's advisory services will be practiced in-person while maintaining social distancing.
- m. Patrons may access the computers in the Library for 20-minute sessions, which will be limited in number because of the need for social distancing and frequent disinfection.

4. Materials

- a. Due dates will be returned to the normal loan period requirement as determined by the Circulation Policy. Renewal limits will be re-established.
- b. Library book return continues to be open for returns.
- c. Materials will continue to be quarantined for 72-hrs.

- d. Physical materials may be checked out in-person or via self-checkout.
- e. Patrons will be asked not to re-shelve materials that they have handled and ultimately do not decide to checkout.
- f. Patron holds will continue to be available in a contactless manner but can also be checked out via the circulation desk.
- g. Interloan services throughout the State will resume as dictated by NHAIS.

5. Programming - Programming will continue to be available via the DPL website, Zoom, and social media platforms only.

6. Staff

- a. Work from home in support of library services may continue for staff who are high-risk or have other COVID-19- related issues or concerns.
- b. Best practices for reopening per the CDC will be followed.
- c. Staff who can work will be fully reintegrated into the building, with the following modifications.
 - i. Staff will continue to socially distance from one another and patrons.
 - ii. Administrative and engineering controls to minimize staff contact with each other and patrons will continue to be used (scheduled hours, relocated workstations, plexiglass barriers, etc.).
 - iii. Staff will be required to wear cloth face masks when interacting with other staff and patrons and to wear gloves when handling money and materials returned by patrons.
 - iv. Other protective measures will be employed to protect staff from the risk of infection. (Ex. Plexiglass barriers at desks separating patrons and staff, cordons to restrict access, frequent sanitization, etc.)