

## **Library Reopening Policy and Plan Bridgman Public Library**

**I. Purpose.** Michigan public libraries have been closed to the public pursuant to a series of executive orders. The Library anticipates that those restrictions will be lifted and the Library may once again resume public library service. This Policy establishes the steps the Library will take and the protocols the Library has put in place to protect the Library, staff, and patrons when the Library reopens.

**II. Resuming Library Service.** Before reopening to the public or non-essential staff, and during the term of the Reopening Plan, the Library will establish regulations and implement the following:

- A. *Cleaning Protocols.* The following cleaning protocols have been established
1. Bathrooms are cleaned daily; public bathrooms are disinfected after each use.
  2. Toys, puzzles, and other small objects are removed from public space
  3. Public computers (mouse, keyboard, monitor) are disinfected after each use
  4. High touch areas (counters, doorknobs and handles are disinfected regularly throughout the day

These protocols may change as the health and safety issues evolve or as the Library moves through the stages of reopening.

2. *Returned Material.* All returned materials, including WIFI hotspots, will be quarantined for 96 hours before being returned to circulation, until and unless contraindicated by recommendations.

3. *Assess Needs.* The Library Director will assess the condition of the Library and the tasks that need to occur prior to opening the Library to the public. The Library provides employees proper protection equipment (PPE): hand sanitizer, gloves, masks, and/or face-shields

4. *Social Distancing.* Social distancing protocols are instituted for staff and the public. Chairs in the public areas of the Library are limited. Computer workstations are spaced to facilitate appropriate (6 feet) social distancing; physical barriers are installed at public service points; potential waiting areas are marked to identify six (6) foot spacing; "traffic control" designations, such as arrows showing one-way travel in certain areas of the Library, are put in place to maintain social distancing. Social Distancing protocols will be established in the **Reopening Plan** for each stage.

D. *Notice to Patrons.* The Library Director shall post notices on the door of the Library and on the website to inform patrons of regulations and protocols of patron conduct for the for the current stage of the Reopening Plan.

**III. Reopening Stages.** The Library Board adopts the *reopening plan* attached as Exhibit A ("Reopening Plan") to this Policy as the basic structure for the reopening stages for public library service.

Pursuant to Section IV, the Library Director has authority to modify the Reopening Plan. The Reopening Plan, including any modification by the Library Director, shall govern the use of the Library. Violations of the Reopening Plan may result in suspension of library privileges.

**IV. Director's Role; Authority.** The Library Director (or designee appointed by the Library board) will monitor and coordinate events surrounding the reopening. The Library Director has the authority over the following:

A. *Modifications; Reopening Stages.* The Library Director has the authority to modify in writing any services, safety protocols or other part of the **Reopening Plan**. The Library Director also determines when it is an appropriate time to move on to the next stage either in whole or in part.

B. *Staffing Levels.* The Library Director has the authority to address and determine appropriate staffing levels for each stage and whether staff can work from home or must work in-person.

C. Canceling or Limiting Services. Even after the Library reopens and the Library Board approves a Reopening Plan, the Library Director may cancel or limit programs or services to ensure the safety and security of staff and patrons. This includes cancelling scheduled meetings held in any Library meeting rooms. The Library Director will use reasonable efforts to post notices of the program changes and cancellations, including posting notices at the Library and on the Library's website.

D. Library Closure. The Library Director has the authority to close the Library temporarily for a maximum of fourteen (14) days without prior Library Board approval. The Library Director will inform the Board President of the determination to close and the proposed duration of the closure. If the Library has not been reopened, the Library Board may meet to determine whether the Library Director's decision to close will be extended or whether the Library will be reopened before the time set forth in the Library Director's determination. This closure may be due to a specific incident or reoccurrence of an infectious disease in the Library's Service Area. The Library Director will use reasonable efforts to post notices of the closure, including posting notices at the Library and on the Library's website. This Policy assumes the staff will be paid based on their "normal" schedule during the Library's closure under this paragraph.

E. Consultation. The decision to cancel or limit services, move through the stages of the Reopening Plan, close the Library, or adopt additional protocols will be based on recommendations made regarding the outbreak by the Centers for Disease Control ("CDC"), local health officials, the Library Board, Michigan Library Association, American Library Association, or other reputable sources.

**V. Enforcement.** Patrons may not enter the Library or may be required to leave if they are not in compliance with any safety protocols or requirements in the ***Policy, Reopening Plan***, or any condition or modification established in writing by the Library Director pursuant to this Policy. Only the Library Director or his/her designee has the authority to suspend or limit privileges pursuant to this Policy.

If any patron receives a warning or has privileges suspended or limited, the Library shall complete an incident report and shall provide written notice of the violation when possible. If the Library does not have the ability to provide written notice, the Incident Report shall identify when verbal notice was provided. The Library may provide additional suspension periods for subsequent violations of the same rule or requirement.

**VI. Right of Appeal.** Patrons may appeal a decision to remove a patron or deny entry to the Library by sending a written appeal to the Library Board within ten (10) business days after the date the privileges were revoked, denied or limited. The appeal must be sent to the President of the Library Board. The decision of the Library Board is final.

**VII. Applicability.** Unless specifically addressed by this Policy, this Policy is not intended to govern or regulate specific employment issues or policies involved with staff returning to work. All existing Library policies remain in effect unless in conflict with this Policy. In case of a conflict, this Policy shall govern.

## **EXHIBIT A** **REOPENING PLAN**

The following is the reopening plan approved by the Library Board (“Reopening Plan”). If an executive order is in effect, all elements of the executive order will be followed and the executive order will control if there is a conflict. The *Reopening Plan* only applies if permitted by law or executive order. This *Reopening Plan* is not intended to supersede or change any Library employment policies.

### **Requirements During All Stages.**

- A. Per the CDC guidelines, patrons with an infectious illness such as the COVID-19 must not enter the Library until at least twenty-four (24) hours after they are free of fever (100.4 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications.
- B. Patrons should not enter the Library with symptoms of an infectious disease.
- C. The Library shall provide visible written notice at the Library of the patron responsibility requirements currently in effect. The Library Director has authority to approve the requirements and notices.
- D. The Library Director shall determine the cleaning protocols for all stages.

### **Stage 1. Closed to the Public.**

During this stage, the Library will be closed to the public either by executive order, by motion of the Library Board, or by the Library Director pursuant to the *Reopening Policy*.

A. Employees. Only non-essential staff may return to the Library. The Library Director will determine who may return and according to the schedule adopted by the Library Director.

Additional safety protocols conducted during this phase:

- B. Activities Permitted:
  - 1. Landscaping and other outside maintenance activities may resume if permitted by executive order.
  - 2. Inside maintenance activities may also resume if permitted by executive order.
  - 3. The Library will continue providing WIFI in the parking lot areas.
  - 4. The Library will continue to execute essential functions.
- C. Social Distancing and Safety Protocols.
  - 1. The Library Director will take steps to implement social distancing protocols.
  - 2. The staff workspace shall be configured to maintain social distancing requirements of six (6) feet if possible.
  - 3. The Library will begin to implement social distancing protocols in the Library in anticipation of patrons returning, which may include:
    - a. Removing or rearranging chairs and tables.
    - b. Assessing what computer terminals may be used.
    - c. Blocking off areas/furniture.
    - d. Adding protective screens.
    - e. Mark waiting areas to show the six (6) foot spacing.
    - f. Provide “traffic control” designations, such as arrows showing one-way travel in certain areas of the Library in order to facilitate social distancing.

D. Hours of Operation. The Library will provide **no in-person service** to the public.

## **Stage 2. Staff Returning; Patron In-Person Services Still Suspended.**

A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director.

B. Example Activities Permitted:

1. Materials ordering
2. Circulation/Patron record management
3. Answer phones and respond to patrons' reference questions.
4. Digital or remote program planning and execution.
5. Resume the interlibrary loan process (if practical or possible).
6. Assess whether the Library has adequate PPE for staff and the public.

C. Social Distancing and Safety Protocols: Protocols for **Stage 1** will remain in place.

D. No public service hours are available.

## **Stage 3: Curbside Pick Up and Limited Patron Services--Library Building Still Closed to the Public.**

A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director.

B. Activities Permitted. In addition to previously authorized activities, the Library may include the following:

1. Curbside delivery and pick up
2. Patrons are permitted to return Library materials. The Library Director will establish protocols for handling of returned material [**Materials will be returned to the Drive-Through bookdrops only**].
  - a. Library materials will be quarantined for 96 hours prior to reshelving/rescirculating
  - b. Gloves and masks will be worn when retrieving materials from bookdrops.
3. The Library will address policies or temporary measures involving fine forgiveness or suspension of fees.

C. Social Distancing and Safety Protocols. The protocols for Stage 1 will remain in place. **In addition:**

1. Patrons and staff shall remain six (6) feet apart when possible.
2. The Library shall identify and designate locations for curbside operations

D. Hours of Operation. The Library Board establishes the following as the hours for curbside pickup [this may be modified by the Library Director]:

**Monday, Wednesday, Friday 10am–3pm; Tuesday, Thursday, 2-7 pm**  
**Saturday from 10am – 2pm**

## **Stage 4: Limited Library Access**

A. Employees. All staff are permitted to resume regular onsite duties, according to a schedule adopted by the Library Director.

B. Authorized Activities--in addition to previously authorized activities, the following are included:

1. Patrons may enter the Library by scheduling an appointment with Library staff. Walk-up appointments can be made if public capacity (15) threshold will not be exceeded
2. Maximum appointment length is 30 minutes; one appointment can be made per day
3. Appointments can be made for computer use, printing/copying/faxing, browsing the library's collections, or purchasing items from the Friends Book Shoppe
- 4.. Patrons may have in-person conversations with Library staff, provided that **Social Distancing and Safety Protocols** are followed.
5. Library seating will be limited to ensure appropriate social distancing.
6. Meeting rooms will remain closed.

C. Social Distancing and Safety Protocols. The protocols for the prior stages will remain in place.

**In addition:**

1. **Patrons will be required to wear masks when in the building;** the Library may provide masks if supplies are available.
2. Patrons must maintain six (6) feet of separation from all staff and other patrons. **Social distancing rules apply.** The Library will provide a physical barrier at Circulation Desks for in-person transactions.
3. The Library will identify and mark places where people are likely to gather in line, and to direct traffic, so to promote proper social distancing.
4. In building public capacity is limited to 15
5. Patrons will use their best efforts to enter the Library with the least number of people.
6. Computer terminals or workstations will be separated by at least (6) feet. The Library will make a good faith effort to clean computer terminals between uses.
7. Food and beverage is not permitted unless necessary for medical reasons.

D. Hours of Operation. The Library Board establishes public service hours, but these may be modified by the Library Director: **Yet to be determined.**

#### ***Stage 5: Library Open to Public, With Conditions***

A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director.

B. Activities Permitted. In addition to previously authorized activities, the Library **may** open for additional activities, including:

1. The Library will be open to the public with no access restrictions; capacity limits may still be administered
2. Meeting rooms may be used for Library-sponsored programs or events only.
3. The Library Director may open up additional parts the library building for public use.

C. Social Distancing and Safety Protocols: Protocols for the prior stages will remain in place.

D. Hours of Operation. The Library Board establishes the following as the hours but this may be modified by the Library Director: **Yet to be determined**

***Stage 6: Library Open for Regular Business.*** At this stage, the Library can reopen with the same services as normal. All Library service can resume without restrictions.