

GILFORD PUBLIC LIBRARY  
Reopening Plan  
5/4/2020  
Updated 6/8/20, 7/8/20

The Gilford Public Library was closed on March 18<sup>th</sup> due to the COVID-19 pandemic. A plan for reopening follows and is dependent on recommendations from local and national health agencies, social distancing protocols, and critical community needs. The primary consideration in this plan is maintaining the safety of library patrons and staff while finding ways to provide necessary services that the library is uniquely positioned to perform. A phased reopening with incremental easing of physical distancing measures is suggested below:

Under Governor Sununu's Stay at Home 2.0 plan, some businesses including retail establishments are allowed open to the public with certain guidelines. Using these guidelines, the Library re-opened for curbside and home delivery of materials on May 11<sup>th</sup> with the hours of 9 a.m. to 5 p.m., Monday-Friday. Virtual programs, access to book drops for library returns, and assistance via email, text, and phone are continued. Patrons were still not able to use the physical building but materials are circulated and returns are quarantined for a minimum of 24 hours before getting cleaned and put back into circulation. These limited library services will stay in place as long as the following criteria are met:

1. The Governor does not pull back on the current flex open plan.
2. Strong social distancing recommendations are followed.
3. The Library has access to the necessary protective and cleaning materials to administer services.
4. The Library has access to enough staffing to run said services.

If the criteria above can be met and extra precautions are taken limiting the amount of people in the building at any one time, establishing enhanced cleaning protocols that follow CDC guidelines, opening of the library building will occur on June 15<sup>th</sup> with the following restrictions, recommendations, and policies.

### **Visiting the Library**

Services will be limited to check in/out, returns, and short-term computer use. Curbside service, virtual programming and remote services will continue to be available and are highly encouraged for use by all patrons.

Donations of 1 box/day may be accepted provided that the materials go through the same quarantine period as library materials.

### **Building Access and Facilities**

NEW HOURS will be in effect for this phase of reopening. The building will be open from 10-6pm Monday – Thursday and 10-2pm on Saturday. Curbside will continue with the hours 9-5 Monday- Friday. The downstairs entrance will be closed; all visitors should enter through the upstairs, main entrance. A greeter will offer masks and sanitizer to all patrons as well as count patrons entering and leaving the building. For the safety of all patrons, masks are strongly encouraged and all visitors are asked to respect a 6 foot social distance while in the building. Access will be limited to 20 visitors in the building at a time, not including staff and volunteers. At this time, no preschool classes or groups will be permitted entrance. Patrons will be asked to limit visits to 30 minutes or less per day.

- Bathroom facilities will be open to the public on the lower level only and will be sanitized every other hour.
- The meeting room, reading room, New Hampshire room and storytime room will remain closed.
- The Bookworm Shop will be open for 1-2 patrons at a time. Please respect a 6 foot social distance while in the Bookworm Shop.
- Only 1 party at a time on the elevator.
- All soft-surface couches, chairs, and benches will be off-limits for ease of sanitizing. The children's room playhouse and toys will also be off-limits for the time being.

### **Computer Use**

Computer use will be limited to 30 minutes per person, per day with no renewals. Computer stations are limited: three computers at a time in the main area and two computers in the Teen Room. Computer stations will be sanitized between patrons. Print, copy, and fax services will be available.

### **Circulation and Returns**

The Circulation Desk will be set up for self-checkout with library staff available for questions and assistance. Any unwanted materials should be placed in the marked bins for sanitizing and re-shelving. Patrons are asked not to place items handled back on the shelves.

There are marked areas to stand to maintain social distance at check-out to maintain a 6ft social distance.

**To Check Out:**

1. Give the your name and address
2. Scan the barcode on the inside cover of each material when prompted
3. Your receipt will be printed and handed to you

**To Return:**

1. Place items in the outdoor dropbox or directly in the return slot at the Circulation Desk. Items will be quarantined for 1 day before sanitizing and check in.

**Payments and renewals**

Exact change or card transactions are preferred.

**Suspended Services**

Certain one-on-one services are suspended for the time being including:

- Passport Services
- Notary of the Public Services
- Check-Out-An-Expert (virtual help is available)

Try-It-Out Bags and Literacy Kits will not be available for check-out.

Interlibrary Loan borrowing services are temporarily suspended.

This plan will be evaluated and updated to expand services starting July 13<sup>th</sup> based on recommendations by State of New Hampshire, the Reopening NH Libraries Task Force, the CDC, and local health agencies.

Beginning July 13<sup>th</sup>, the library will resume some services including Notary of the Public Services and Check-Out-An-Expert. Patrons using these services must wear a mask as social distancing is not possible. Passport Services will still be suspended.

Try-it-Out Bags and Literacy Kits will be available for check out but cannot be reserved due to uneven cleansing process times.

Also beginning July 13<sup>th</sup> the Meeting Room and Reading Room will be open for library groups of 10 people or less. All participants should wear masks.