

## White Lake Township Library 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 policy is not intended to supersede or change any Library employment policies.

### *Requirements during all stages.*

- Per CDC guidelines, patrons with an infectious illness such as the flu must not enter the Library until at least twenty-four (24) hours after they are free of fever of 100.4 degrees F or greater, and there is no sign of a fever without the use of fever-reducing medications.
- Patrons should not enter the Library with symptoms of an infectious disease.
- Public safety measures will be posted on the front entrance doors.
- Any requirements for staff safety precautions will be adopted and the staff will be informed.
- The Library Director shall determine the cleaning protocols for all stages.

### **Phase 1a. Building Preparation-Closed to the Public**

- Plexiglass shields will be in place at all service desks
- Hand sanitizer stations will be put in place
- Floor decal signs in place reminding to distance 6 ft from one another
- Public spaces reconfigured to allow for physical distancing
- Public and staff areas will be cleaned routinely throughout the day
- Restrooms both staff and public will be cleaned daily.
- Precautions and changes to duties will be presented and discussed via virtual meetings

#### Activities Permitted:

1. Limited staff may be allowed to work in the building with Library Director's approval.
2. Continue essential functions; payroll, pay invoices, collection development etc.
3. The Library can continue providing WIFI in the parking lot areas.
4. Virtual programming allowed.
5. Digital collections and resources available

#### 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.

#### Hours of Operation.

1. The Library will not have any public hours of operation.

## **Phase 1b: Staff Preparation-Staff Return (June 8)**

- Library staff will be allowed in building
- All staff will be required to wear a mask when in public areas
- Staff who have a fever of 100.4 degrees or higher must go home
- Staff hours may be reduced or changed depending on service hours and need.
- Curbside service will be instituted and ready to roll out before the building is reopened
- Support Services staff will continue to empty book return using personal protection equipment (PPE).
- Returned materials will be quarantined for a minimum of 72 hours before recirculating based on current CDC guidelines for library materials.
- Pages will wear gloves to shelve materials as added precaution
- Staff will assist in cleaning/disinfecting throughout the day
- Precautions and changes to duties will be presented and discussed via virtual meetings.
- Book donations will not be accepted until further notice

### Activities Permitted:

1. Update collections.
2. Shelve books.
3. Answer phones and emails, and respond to patrons' reference questions.
4. Online programming planning and presentation.
5. Assess whether the Library has adequate Personal Protection Equipment.

### Social Distancing and Safety Protocols.

1. The protocols for Stage 1a will remain in place.

### Hours of Operation.

1. The Library will not have any public hours of operation.

## **Phase 2. Curbside Service (June 15)**

- Building closed to the public
- Focus will be on safety for both staff and patrons
- Staff will collect and package materials in a safe manner
- Staff will wear PPE when delivering materials to pickup area
- Patrons will arrive at their scheduled time to pick up materials
- There will be no face to face interaction with public
- Resume the interlibrary loan process with The Library Network, (TLN) consortium libraries.
- Returned materials must go into driveup book drop.
- Returned materials will be quarantined for a minimum of 72 hours before recirculating.

### Employees.

1. Limited Library staff are permitted to return to work
2. PPE safety protocol in place: masks, gloves when needed.
3. Protocols will be followed under the direction of the Library Director.

Activities Permitted.

1. Curbside delivery service available. Patrons must open their trunk or roll down their back-passenger side window for delivery of materials by employees.
2. Patrons are to return Library materials in the drive-up book drop only.
3. Fines will be forgiven on items that are due during this period.

Social Distancing and Safety Protocols.

1. The protocols for Phase 1 will remain in place.
2. Patrons and staff shall remain six (6) feet apart during curbside pickup.
3. The Library shall mark vehicle waiting areas for curbside pickup.

Hours of Operation.

Hours of service: Monday – Thursday, 11 – 6; Friday & Saturday, 11 – 5  
Virtual programs are also offered most weekday evenings.

**Phase 3: “Grab and Go” limited walk in service (30 minutes or less) July 14**

- We will be operating at 25% capacity, allowing only brief, purposeful visits.
- Curbside service will continue Monday- Saturday
- Masks are required inside the library building. Curbside delivery is recommended for those who do not feel comfortable wearing a mask. (Executive Order 2020-147).
- Patrons will be encouraged to use self-check stations.
- Carts will be placed near the checkout and around the stacks for unwanted materials patrons may have touched
- Small groups of no more than 2 people strongly encouraged.
- Members not of the same household must remain 6 ft. apart.
- No computers or copy services at this time.
- Most seating will be removed. Priority seating will be reserved for seniors or guests with disabilities or mobility issues.
- Returns will be quarantined for a minimum of 72 hours (CDC).
- Enclosed spaces such as meeting and study rooms are not available.
- Donations are not being accepted at this time.

Employees.

1. PPE safety protocol remains in place: masks, gloves when needed, shields.

Activities Permitted.

1. The activities for the prior stages will remain in place.
2. Public bathrooms will be available for use

Social Distancing and Safety Protocols.

1. The protocols for the prior stages will remain in place.

Hours of Operation.

Hours of service: **Monday – Thursday, 11– 6; Friday and Saturday, 11 – 5**  
Virtual programs are also offered most weekday evenings.

**Phase 3b: Grab and Go (phase 3a) with limited computer access (Date to be determined)**

- Limited number of computers will be open for public use by appointment
  - All computer terminals will be located six (6) feet apart.
  - Self Service printing and copying will resume
  - Online library card application and issuing will begin and be encouraged.
  - MeLCat interlibrary loan to resume with participating Michigan libraries
- Employees.
1. PPE safety protocol remains in place: masks, gloves when needed, shields.
  2. Disinfection of public computers after each use.

Activities Permitted.

1. The activities for the prior stages will remain in place.
2. Limited use of computers will be available

Social Distancing and Safety Protocols.

1. The protocols for the prior stages will remain in place.

Hours of Operation.

1. The Library Director will determine the hours for safe operation.

**Phase 4: Open to the Public with Conditions (Date to be determined)**

- Patrons will be allowed in the building and follow the current CDC social distancing guidelines.
- Public will be required to wear a mask based on the current order in place by the State of Michigan or Oakland County.
- Curbside service will continue Monday- Saturday with limited hours
- Carts will be placed near the checkout and around the stacks for unwanted materials patrons may have touched
- Limited computers will be open for public use by appointment
- All computer terminals will be located six (6) feet apart.
- Self Service printing and copying will be available
- Online library card application and issuing will continue and be encouraged.
- Study rooms will be limited to a maximum of one occupant at one time.
- Enclosed spaces such as meeting rooms are not available to the public
- Most programming will continue online throughout the summer and into the fall.

Employees.

1. PPE safety protocol remains in place: masks, gloves when needed, shields.
2. Disinfection of public computers after each use.

**continue**

#### **Phase 4: Open to the Public with Conditions – continued**

##### Activities Permitted.

1. Virtual library and online programming continue
2. Limited computers will be open for public use.
3. All computer terminals will be located six (6) feet apart
4. Self-service printing and copying will resume
5. Time spent in library not restricted

##### Social Distancing and Safety Protocols.

1. The protocols for the prior stages will remain in place.

##### Hours of Operation.

1. The Library Director will determine the hours of operation for safe operation.

#### **Phase 5: Full Service- No Restrictions – (Date To be determined)**

At this stage, the Library can reopen with the similar services as prior to COVID-19 with some service enhancements. Library service will resume without restrictions.