



Pandemic Phased Reopening Plan

ALL PHASES/DATES/SERVICES MAY BE SUBJECT TO CHANGE

Due to the ever-changing nature of a pandemic, the Board grants the Library Director the ability to alter, change or adapt the plan to comply with local, state or federal executive orders or CDC and Health Department recommendations. The Director will remain in contact with the Board President and/or Vice-president regarding any alterations to the plan and they will be discussed at the next meeting.

Phase One: During Shelter at Home

- ❖ Limited to digital services
- ❖ Only essential personnel allowed in the library.

Phase Two: Shelter at Home Lifted

At this point the Allegan County Health Department should give the okay for staff to return to work with the proper safety and social distancing protocols in place. Also, in order to open the Library must have enough PPE to protect its staff. This includes: homemade masks, soap, infrared thermometer, gloves, hand sanitizer and disinfectant spray. We would like to start with enough supplies to last a month in order to have time to

reorder supplies. When these two things have been fulfilled, we will plan on our phased opening starting the Monday after the Shelter at Home is lifted.

First Week – reopen date is June 8

- ❖ At this time, staff will begin prepping the building for phase 3.
- ❖ Health screenings for staff prior to shift implemented.
- ❖ Staff will be trained on correct PPE usage.
- ❖ Staff will implement new cleaning protocols.
- ❖ We will use the minimum amount of staff needed to operate.
- ❖ Patrons should start bringing their materials back – IN THE BOOK DROP ONLY.
- ❖ We will start taking requests for books via email, our online catalog, phone messages, facebook messenger.
- ❖ Limited curbside will be available by appointment. Proper hygiene protocols will be maintained by staff through this process.
- ❖ Summer Reading Program will be done digitally via Beanstack
- ❖ Summer Reading Program take home packets will be available by appointment.
- ❖ No book donations accepted at this time.
- ❖ No patrons allowed in the building at this time.
- ❖ Hours of pick up will be condensed.
- ❖ Returned materials will be quarantined for 72 hours.
- ❖ No in person programming.
- ❖ Remote work still being done by designated staff
- ❖ Worksite supervisors to implement, monitor and report on the Covid-19 strategies developed in the reopening plan. The staff designated to perform this is the Director, the Assistant Director and the Library/Technology Aide.

Phase Three: Library Opens in a Social Distancing Model

Date Unknown (possibly June 22nd)

This will occur when it is deemed safe by the Allegan County Health Department and the Library building, staff and policies are ready.

- ❖ There will be only three computer stations open. They will need to be sanitized after each use. Time on computers may be shortened depending on demand.
- ❖ Staff will not provide any assistance at the computers that violates the social distancing protocols.
- ❖ Building capacity limits will be reset.
- ❖ Building hours may be condensed.
- ❖ Patrons will be encouraged to take materials home to read rather than linger in the library.
- ❖ Toys will not be available at this time.
- ❖ Meeting room will still be closed to the public.
- ❖ Library use will be limited to choosing and picking up materials, wifi and computer use.
- ❖ Book returns will go in the drop box only.
- ❖ Curbside still encouraged.
- ❖ Returned materials will be quarantined for 72 hours.
- ❖ No inside programming
- ❖ Staff will continue new cleaning protocols.
- ❖ We will use the minimum amount of staff needed to operate.
- ❖ Worksite supervisors to implement, monitor and report on the Covid-19 strategies developed in the reopening plan. The staff designated to perform this is the Director, the Assistant Director and the Library/Technology Aide.
- ❖ Remote work still being done by designated staff

Phase Four: Library Opens to Full Service

Date Unknown

When deemed safe by the Allegan County Health Department and Group Gathering restrictions are lifted by the State of Michigan. Some parts of phase four may return sooner than others.

- ❖ Library stops quarantining materials
- ❖ Books donations are allowed
- ❖ Curbside service will continue for those who would like it.
- ❖ Computer stations reopened.
- ❖ Toys return.
- ❖ Regular library programs start up.
- ❖ Meeting room opens.
- ❖ Regular occupancy limits return.
- ❖ Regular Library hours return.

If there is a positive case of Covid-19 of staff, then the Health Department will be notified. The building will be closed for 24 to 72 hours and then thoroughly cleaned using the appropriate cleaning protocols using PPE before reopening.

Employees will be notified if a confirmed case has visited the library.

If Government restrictions are again imposed, the library may return to any of these phases as necessary to protect the health and safety of the staff and community.