

Phased Re-opening for Libbie Cass Library
Approved by Trustees July 2020

This service plan will explain the different levels of service in response to the different health and safety recommendations from local, state, and national health agencies. This plan is not a dated timeline. It will work like a dimmer switch, moving back and forth between the phases depending on the number of COVID-19 cases in the area, state recommendations, and any orders issued from the governor. Determination of which level of service is an operational decision, determined by the Library Director and approved by the Trustee board.

In determining which level service is offered, the safety of the staff and the public will always be a top priority. The goal is to reduce risk of spreading the virus and overwhelming hospitals. We also recognize that it is impossible for the library to completely reduce all risk even with safety protocols and PPE equipment. Certain levels will depend on staffing and PPE supplies.

I. PHASE ONE (Stay at home Order with high rate of illness in the area)

- Only virtual services are offered.
- No one is in the building. Staff will work at home.
- No physical items are circulated.
- No in-building programming.
- Book returns are not allowed.
- Plan for next phase.

II. PHASE TWO (Stay at Home Order with low rate of illness in the area)

- Virtual services still offered.
- Building closed to the public. Staff in the building and working from home.
- A no-contact curbside delivery for physical materials with disinfecting procedures in place. Book returns accepted.
- No-touch programming with registration like Take & Make Activities for Summer Reading Program.
- Hygiene and disinfecting procedures in place: hand hygiene, wiping down high-touch surfaces.
- Plan for next phase. Be prepared to return to earlier phase.

III. PHASE THREE (Stay at Home Order 2.0 with a safe re-opening of businesses)

- Virtual services still offered.
- No-contact curbside delivery.

- Building open to the public by appointment and one household unit at a time.
- Building open to the public by appointment for use of a patron computer.
- All PPE for the public and staff in place: face masks, hand sanitizer, plexiglass.
- Staff will wear masks and social distance when dealing with patrons. Masks highly encouraged for patrons with some offered while supplies last.
- Plan for next phase. Be prepared to return to an earlier phase.

IV. PHASE FOUR (Stay at Home Order lifted)

- Virtual services offered.
- No-contact curbside delivery for those who want it.
- Building open to the public with designated hours. Add more hours as needed. Limited number of people allowed at a time to allow social distancing. No appointment needed.
- PPE for staff and patrons in place with social distancing. Hygiene and disinfecting procedures are still in place.
- Plan for next phase. Be prepared to return to an earlier phase.

V. PHASE FIVE

- Virtual services offered.
- Curbside delivery for those who want it.
- Building open to the public with designated hours. Add more hours as needed. Limited number of people allowed at a time to allow social distancing. No appointment needed.
- PPE still encouraged. Hygiene and disinfecting procedures still in place.
- In-building programs offered with limited numbers.
- Plan for next phase. Be prepared to return to an earlier phase.

VI. PHASE SIX

- Return to the new normal.