



## **Phased Reopening Plan Bethlehem Public Library Working Document (v. 1/11/2021)**

**Increase in virus rates or positive tests and/or local, state and federal requirements can return the library reopening plan to a previous phase**

### **Phase 0.5 – Outside access to the building and shed only**

**Potential phase initiators: school closures, community health and safety concerns, NYS PAUSE Executive Order**

#### **Building**

- Library building remains closed to public and staff (except for essential maintenance and administration tasks) almost all staff

#### **Staffing**

- Some limited maintenance staff return to perform outside duties while maintaining social distancing
- Some administrative duties requiring access to building are allowed (business office, IT, director)

#### **Duties**

- Outside work such as spring cleanup\_Maintenance (Kevin) may be in the building to accept deliveries
- Maintenance monitors HVAC system and building needs
- Shut off major deliveries
- Kevin picks up mail regularly, Geoff opens mail and reviews invoices for delivery to Tanya
- Fish tank cleaned at later date
- IT confirms wi-fi and server operation

#### **Services**

- Book drops remain closed
- Remote services continue
  - Monitoring of email and phone messages from public
  - Increased social media and virtual presence
  - Increased virtual meetings and internal communication practices
  - Increase purchase of digital content

### **Phase 1 – Limited staff return to the building (Pre-staff opening)**

**Potential phase initiators: Reduction in daily COVID-19 cases, state, local, and federal guidance**

#### **Building**

- Library building remains closed to public and staff (except for essential maintenance and administration tasks)

#### **Staffing**

- Maintenance staff return to the building – limited hours: M-F 9-2
- Majority of staff continue to work from home

### **Duties**

- Maintenance staff will focus on cleaning physical spaces and surfaces
- Maintenance staff will clean returned library materials based on CDC recommendations
- Turn on deliveries to the building (UPS, FedEx, Mail etc)

### **Services**

- Book drops remain closed
- Remote services continue
- Marketing and publicize information to prepare for reopening

## **Phase 2 – Some physical services (Limited staff opening)**

**Potential phase initiators: CDC and federal, state and local guidance, NYS PAUSE executive order lifted, state reopening, NY Forward, coordination with other area libraries**

### **Building**

- Library building remains closed to public

### **Staffing**

- Director in consultation with the Library Board will determine appropriate service hours based on staffing and guidelines
- Curbside pickup hours as appropriate to meet community needs and accommodate staffing
- Keep staff spaced to current social distancing guidelines
- Temporary workspaces set up in periodicals, meeting rooms, study rooms, breakroom, board room, community room, story hour room
- Phones to be used by individual staff members only per shift
- Percentage based reduction in the number of staff reporting to the
- Break room limited to 1 staff member at a time while eating/masks are off. Alternate/additional break room space created in the Board Room.
- Require safety training before all employees return
- Monitor and log entrance to building
- Add book drop sheds for isolation
- Books to people resumes mid-phase
- Books to people expands during phase - available to anyone that feels they cannot come to the library

### **Duties**

- Circulation and public services staff will check in materials
- All staff shelve materials if necessary
- Chromebooks and wifi hotspots available for request and checkout to provide internet service
- All staff will support curbside hold pick up
  - Use area outside garage door for curbside pickup with designated spots marked
- Maintenance deep cleans surfaces each morning before work begins (7-11am)
- Maintenance cleans throughout day
- Equipment not shared between staff members without cleaning/sanitizing
- UHLS courier returns to building
- Work with vendors to ensure uninterrupted deliveries as much as possible
- Continue to allocate materials budget based on need and demand including increased spending on econtent
- Sequester returned materials for an appropriate amount time upon return according to the best guidance available

### **Services**

- Contactless curbside pickup items on hold
- Book bundle service (curated materials selection for individual users)
- Phones are answered live during staffed hours
- Remote services continue
- Continue virtual programming using onsite and work from home resources
- Book drop sheds open
- Better world books donation bin open
- Pop up library outside of library building during limited days of the week weather permitting
- Masks are required around pop up library by public and staff
- Some library of things available for loan, some museum passes available for loan

### **Phase 3 – Limited opening to the public (Limited public opening)**

#### **Potential phase initiators: Follow best guidelines available, coordinate with Upper Hudson Library System and member libraries, vaccine availability for staff**

##### **Building**

- Limited public in building, hours based on staff availability and curbside pickup schedule
- Everyone entering building over the age of 2, including staff and members of the public, must wear a mask and practice social distancing
- Sanitizing stations placed throughout library
- Number of people in the building is limited; appropriate number of members of the public allowed determined by the director in consultation with the board, staff limited to no more than 30 at a time
- Members of the public must wait to enter building when capacity of library users is over the limit
- Children under twelve not allowed in the library without adult supervision
- Public water fountains not available
- Public restroom facilities provided
- Members of the public asked to efficiently use time in building to browse for and checkout materials; limited help from library staff will be provided
- Only plaza entrance open
- Seating, public computers, and public catalogs removed
- Self checkout provided
- Children's outdoor space remains closed
- No toys in the Children's area
- No studio or tech makerspace use, in-person assistance, or exam proctoring
- Genealogy and tech help offered virtually

##### **Staffing**

- Most staff returned to building
- Some staff rotation of work from home
- Staff work stations spread apart to allow social distancing
- Checkout stations spread out to allow social distancing
- Main Information Desk relocated to front of library
- Roaming librarians or supervisors increased, while limiting staff at service desks to allow for distancing

##### **Duties**

- Maintenance cleans surfaces each morning and evening
- Process new materials as they are delivered

##### **Services**

- Virtual programming continues
- Curbside service continues
- Pop-up library continues weather permitting

- Certain services are limited (there will be no in person technology help)
- Some items from the library collection will not be circulated when shared use, return, or isolation of materials is not possible (e.g, telescopes, binoculars)
- No indoor programs
- No indoor public meetings
- No study room use by the public (staff use)
- Public printing mediated by librarian
- Public copiers and fax machine used by public
- Outreach outside the library, in the park and other outdoor venues possible

## **Phase 4 – Increased opening to the public (Full public opening)**

**Potential phase initiators: Local, state, and federal guidance, vaccine is available for all staff, coordination with other local libraries**

### **Building**

- Increase in open public hours: extend hours
- Limit on the number of patrons in the building at one time
- No toys in the Children’s area

### **Staffing**

- All staff routinely working from the library

### **Duties**

- Maintenance cleans surfaces each morning before work begins
- Clean returned materials according to best guidelines available at the time: sequester 96 hours
- Full service checkout over desk and curbside service offered

### **Services**

- Return of physical Board Meetings
- No indoor programs
- No indoor public meetings
- No study room use
- Certain services are limited (No one-on-one tech and genealogy help, makerspaces not available, no exam proctoring)
- Provide public PCs in as safe a manner as possible

## **Phase 5 – Continued progress towards service normalization (Programming opening)**

**Potential phase initiators: Local, state, and federal guidance**

### **Building**

- Regular hours
- No toys in the Children’s area

### **Staffing**

- All staff routinely working in the library
- Social distancing in the workplace

### **Duties**

- Enhanced cleaning protocols continue

#### **Services**

- Very limited indoor programs: attendance numbers capped by current guidelines for public gatherings
- Very limited indoor public meetings: attendance numbers capped by current guidelines for public gatherings and enforced by library staff
- One program or public meeting using library indoor space at a time: leave time between for cleaning of all surfaces
- Limited study room use with time in between for cleaning
- Furniture and public computers are significantly limited

## **Phase 6 – Full operation (Programming opening II)**

### **Potential phase initiators: Local, state, and federal guidance**

#### **Building**

- Furniture and computers are positioned in accordance with distance guidelines
- No toys in children's area

#### **Staffing**

- Typical staffing levels and work schedules

#### **Duties**

- Enhanced cleaning protocols continue
- Social distancing between coworkers
- Staff practice good hand sanitizing procedures before and after shift, and before and after desk shifts

#### **Services**

- Ask patrons to use proper hand sanitizing procedures before and after equipment use
- Consider ILL from outside the system
- No phone use by the public
- Only pre-packaged food (if at all)
- Surfaces sanitized down between programs, following the best guidance then available (extended maintenance time between programs and meetings)
- Program size limited
- Volunteer opportunities resume

## **Phase 7 – Complete full operation**

### **Potential phase initiators: Unknown**

#### **Building**

- Furniture and computers are positioned in accordance with distance guidelines

#### **Staffing**

- Typical staffing levels and work schedules

#### **Duties**

- Enhanced cleaning protocols continue
- Staff practice good hand sanitizing procedures before and after shift, and before and after desk shifts

#### **Services**

- Ask patrons to use proper hand sanitizing procedures before and after equipment use
- All library services resume