

## **Presque Isle District Library Re-Opening Plans during Pandemic:**

Opening of all branches and theater will be on a case by case scenario, depending on cancellation of governor's orders for city/township and theater facilities.

### **Phase 1: Limited critical services**

#### **Criteria**

The governor's stay at home order has been canceled and regional, state and national health officials no longer recommend the public stay at home.

Strong social distancing recommendations remain in place.

Gatherings are limited to less than **ten** people with limits to half hour increments for all patrons.

#### **Services:**

Metered access to the building by the public to ensure that social distancing is maintained and that no more than the recommended number are gathered within library facilities including staff at any given time.

- Access to wireless internet broadcast from library facilities and/or library vehicles.
- Appointment based access to library computers to be used to secure critical needs.
- Curbside or self-service hold pickup outside the building.
- Access to book drops for library returns.
- Virtual programs.
- Conference Rooms will remain closed for use as quarantine/virtual programming.
- Assistance via email, chat service and phone.
- Assistance of copy machine copies for patrons.
- Resumption of some home delivery services with enhanced distancing and hygiene procedures.

#### **Preparation:**

- Secure staffing for either buildings.
- Develop a procedure for curbside pick-up.
- Secure and schedule staffing for curbside pick-up.
- Secure protective gear for staff working in the public.
- Secure adequate stores of disinfectant wipes and hand sanitizer.
- Secure staffing to move materials to quarantine.
- Determine a location to quarantine materials.
- Determine which home delivery locations are viable.
- Secure staffing for home delivery.
- Determine if the theater could be scheduled on a day-to-day basis for families of less than 10 for free movie showing and concessions availability.
- Determine whether a requirement to wear masks should be imposed on the staff.

- Restore mail and package services.

## **Phase 2: Reopening with some social distancing requirements**

### **Criteria**

The Stay at Home Order has been canceled and regional, state and national health officials no longer recommend the public stay at home.

Strong social distancing recommendations remain in place.

Gatherings are limited to less than **fifty** people.

### **Services:**

Metered access to the building by the public to ensure that social distancing is maintained and that no more than the recommended number are gathered within library facilities including staff.

- Core desk functions could resume.
- In-building hold pickup.
- The ordering and processing of new physical library materials.
- The shelving of returned library materials after a quarantine period.
- Access to library collections by the public.
- Bin delivery between branches resume.
- Assistance of copy machine copies for patrons.
- Public programs with pre-registration and defined social distancing protocols including specific topics such as economic development that are deemed critical community needs.
- Conference Rooms will be available to schedule on a first come first serve.
- Access to portions of the computer tables with improved social distancing measures, such as the removal of some stations or through making some computers unavailable with limits on patrons' length of time.

### **Preparation**

- Determine library hours for each location.
- Determine a method to meter access to the building.
- Secure staffing.
- Develop a procedure for in-building holds pickup that allows minimal staff contact.
- Schedule staff for ordering and processing duties.
- Develop a paging schedule.
- Design protocols for social distancing in programs.
- Identify key programming where essential community needs are delivered.
- Determine which outreach visit locations are viable.
- Secure staffing for outreach functions such as outreach visits and home delivery
- Rearrange the computers to allow adequate social distancing either by removing stations or placing stations out of order.

- Determine if the theater can be reopened with limits.
- Determine whether a requirement to wear masks should be imposed on the staff.

### **Phase 3: Full-scale reopening**

#### **Criteria**

The Stay at Home Order has been canceled and regional, state and national health officials have canceled current social distancing and gathering recommendations.

The library has access to the necessary materials to maintain high hygiene standards.

The library has access to enough staffing to run all of its core operations.

#### **Services:**

A resumption of all core services with an increased emphasis on hygiene at all branches and theater of the district library.

#### **Preparation**

- Restore any computers that have been removed to accommodate social distancing.
- Clear backlog of quarantined items and return to conventional turnaround on shelving items.
- Re-staff and schedule for all operations.
- Determine how virtual programs fit into the spectrum of services going forward.
- Ramp up ordering and processing of materials and clear any backlog.
- Reset changes to due dates and patron block criteria changed at the beginning of the crisis.
- Scheduling of theater events/films resumes with full concessions.

### **Phase 4: Reopening followed by scaling down services or a second closure due to virus circulation**

#### **Criteria**

The governor and/or regional and state health officials release a second order mandating social distancing or a stay at home order

There is a sustained increase in community spread for five days.

The library is unable to maintain the hygiene or staffing necessary to operate.

#### **Services:**

What service would be accessible would depend on the restrictions inherent to any recommendation. The Library could return to Scenario 1 or 2 or revert to a full-scale closure as appropriate.