

## **Coopersville Area District Library Guidelines for Reopening after a Pandemic: Board Approved:5/20/2020**

These guidelines are an outline on phasing in the opening of the library after a closure due to a pandemic. They are not intended to answer all questions, but rather are meant to guide staff and to be a fluid, working document as information continues to develop. The library director has the authority to adapt and change these guidelines as needed since we recognize the pandemic particulars are fluid and changing.

Library services and workflow will change as we determine how to be public facing and serve the needs of the public. The staff composition and duties will change because workflow will be different. The reality is that we may not need the number of staff that we currently have or have them in the positions that they are currently working. Staff must be flexible and able to shift job tasks quickly. We will communicate guidelines and progress of plan often to staff.

A minimum number of staff with a supervisor(s) will report first to clean, disinfect then shelve items returned during the closure, once staff are able to return to working in the library. Staff who can work from home, until the library is fully open, will be encouraged to do so.

Returned items will be quarantined for 72 hours before being disinfected and shelved.

Library will be “readied” for full public reopening. Plexiglas shields will be in place at Service Desk and public computers. Administrative staff will report to the library to set up signs, shields, gloves, masks, hand sanitizer stations and “holding room” (see below) prior to library being reopened to the public.

Service hours will be determined, and an optimum amount of staff will be scheduled. Staff hours may be reduced or changed depending on service hours and need. Public hours may be phased in over a few weeks (i.e. open later and close earlier.)

There may be limits on how many patrons will be allowed in the building at a time. We will follow the guidelines of the health department. We are investigating purchasing bookmark timers from Amazon to handout as patrons enter—patrons have 30-45 minutes to be in the library—when leave another patron can come in—keep optimum number of patrons in the building at a time.

Changes in services will be communicated to the staff and community. Staff will be trained on new services.

Curbside service will be instituted and ready to roll out before the building is reopened to the public. Curbside delivery will be encouraged and launched as a service point to help with physical distancing. CADL may use the front Porch and curb in front of the porch on the parking lot side of the building as a distribution area for curbside deliver.

Online library card application and issuing will continue, be encouraged, and the norm.

At the point that the library opens to the public, good hygiene and physical distancing signs will be in place in the public areas and restrooms, these signs may include floor markers on where patrons should stand to wait for assistance at the Service Desk. The floor marker signs are available from First Impression Print and Marketing ([www.fipprint.com](http://www.fipprint.com).)

Both staff and public spaces will be reconfigured, as much as possible, to allow for physical distancing. Some public computers may need to be “out of service” to maintain social distancing. Again, Plexiglas shields may be placed around the computers.

A regimen for cleaning computers, monitors, mice after every use will be put in place, as other libraries instituted after the Swine Flu.

The use of meeting rooms will not be permitted unless physical distancing can be guaranteed, and the number of meeting attendees is 10 or less. Once the meeting rooms fully reopen, we will follow the guidelines of allowable numbers of people in a gathering set by the Governor/health department.

Areas of the building may be cordoned off when we first reopen—for example the small study rooms, the lounge seating area. Stacks may be open to two people at a time. The Children's Area may be limited to a few families at a time, or closed at times to support social distancing. Toys will be removed upon reopening and slowly reintroduced to the children's area and only the play things that are easily disinfected as restrictions are loosened. Regularly scheduled cleaning of toys and the Children's Area will happen many times throughout the day.

Staff will encourage patrons to use self-checkout stations to check out most materials.

In person programming will not happen for at least one month after opening or until physical distancing and the number of people who can gather together are relaxed. Programming will continue online including, but not limited to, Summer Reading Program, storytimes, teen programs, craft, job help tutorials and book discussions.

Volunteers, which includes library volunteers, will not be in the building until the library can reopen to the public. Library staff will not accept donations of materials for the Friends of the Library for two months after the library fully opens to the public. This will give staff time to become comfortable with the new services offered and to configure the staff area for curbside pickup.

Collection development and selection will continue to shift to digital collections, and the budget will shift to further develop digital collections.

### **Staff Hygiene and Safety:**

Much of the cleaning guidelines and staff hygiene and safety guidelines came from a webinar conducted by the CDC. ([Mitigating COVID-19 When Managing Paper-Based, Circulating, and Other Types of Collections.](#)) There is a link to a list of EPA suggested disinfectants at [cdc.gov](http://cdc.gov).

- Staff will wear masks while working and gloves will be encouraged. We will follow guidelines of the health department on this.

Good hygiene signs will be posted in the staff areas

Staff and public areas will be thoroughly cleaned before the library re-opens

- Only staff needed to clean/disinfect returned materials, shelve materials will report the first few days.
- Public and staff areas will be cleaned routinely and often throughout the day with disinfectant.
- Restrooms both staff and public will be cleaned several times per day

High-risk staff need to make the best and most responsible decision for themselves on whether they will return to work, and they need to share this decision with library administration as soon as possible.

## **New Cleaning Guidelines From Pandemic Plan:**

### **Opening:**

#### **Staff member #1**

Wipe down with disinfectant wipes or cleaner:

Door handles

Tops/backs of plastic/wood chairs

Check-in station

Self-checks, clean and then clean screens with Windex

Cart/book truck handles

Any other areas you see fit to clean

#### **Staff member #2 - Service Desk staff member**

Wipe down with disinfectant wipes or cleaner:

Service desk surfaces

Computers

Monitors

Scanners

Mice

Copier/print station (public and staff)

Any other areas you see fit to clean

#### **Staff member #3 - PIC**

Wipe down with disinfectant wipes or cleaner:

Public computers, clean and then clean screens with Windex

Catalog computers, clean and then clean screens with Windex

Ellison Die Cut machines, clean and then clean screens with Windex

iPads, clean and then clean screens with Windex

Mice

Any other areas you see fit to clean

**Cleaning after opening:**

Service Desk staff members

Wipe down with disinfectant wipes or cleaner throughout the shift:

Service Desk

Computers—clean after every user

Mice

Scanners

Any other areas you see fit to clean