Phased Opening Plans

This document outlines potential phases of service delivery, remote work, return to work, etc. It is likely to change sometimes daily.

Phase 1
- Staff paid for one week (extended to two weeks per board meeting) to stay at home, without working from home. Thus allowing staff to catch their breath and allow management to focus on emergency operations, board meetings, and make plans for future phases.
    - Promotion of online materials
- Mail held at post office (picked up once a week)
    - Book orders on hold
    - Maintenance work in building allowed
- All library material due dates reset

Phase 2
Stay at home order extended additional two weeks.
- Staff begins working from home.
    - Begin online programming
    - Begin cataloging
    - Correcting catalog records
    - Training and LEUS
- Management investigating beginning document services including unemployment and FSSA
- Management actively involved with Library discussions across the state relating to re-opening
- Management continuing to update public on potential timelines
- Slow re-open of bookdrop
    - All returns held for 3 full days quarantine
- Cleaner returns to building for work in-house or flower beds

Phase 3
- Building is still closed to the public; staff begin working in shifts with social distancing guidelines in place. Some staff are still working at home for some of their hours (asked for volunteers to be second in building during essential services times.). Staff allowed to take as much PTO or unpaid leave as they wish, if not interested in work from home.
- Document services (essential)
    - Push for mobile printing
    - Patrons not allowed in building for this service

- Emergency computer usage (essential for unemployment or other emergency)
  - Patrons requested to wear masks
  - Patrons to wash hands before entering computer area
  - Computers remain on a sanitized surface w/ keyboard and mouse covered in disposable films.
- Add additional hours as needed for demand
- Bookdrop is open for returns- items quarantined for 3 full days
- Contactless delivery as possible.

Phase 4
- Expand hours (one evening hour per week to start) for no-contact deliveries
- Staff working back in the building while closed to the public. With work from home authorized on a case by case basis
- All regular programming should have online/virtual component if possible and running on schedule
- Begin no-contact delivery options
- Add additional access to technology - open additional computer usage including checking email (outside of unemployment or job application a 30 minute time limit)
- All computers will remain standing access/counter height tables

Phase 5
- Staff back to full work schedules, but hours open to public still limited in numbers of people in the building
- Small batch programming underway (limits on attendees)
- Come and go service only - could include specific hours,
  - All furniture removed or covered from seating/lounge areas
  - Six foot markers for checkout line
  - Outside meeting room usage limited to groups of 10 or less
- Returns are directed to dropbox and/or large cart in the lobby
- Computer carousel opened with every-other spot open. Strict 30 minute time limits enforced
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Phase 6
- Full work schedules and full hours to public
- Replacement of removed furniture and slow roll out of toys
- "Normal services" whatever that looks like in accordance with govt regulation/recommendations