

## **Hoyt Lakes Public Library**

### Covid-19 Library Reopening Plan 2020 (Draft)

When the City gives the Library permission to open the doors to the public once again, the Library staff will begin services as follows:

- 1) If not already in place, a curbside pickup service will be instituted.
- 2) By appointment only, we will have three computers available for public use. Usage will be limited to unemployment applications, job searches, homework, emails, and work-related activity. There will be a one-hour time limit that will be strictly enforced. Printout – first five pages free. After each patron is done with the computer, the computers will be wiped/sprayed with disinfectant.
- 3) By appointment only, a maximum number of 8 people, or at staff's discretion, will be allowed in the Library at one time, and they will be required to maintain a six-foot distance from others. Patrons will be encouraged to preorder items through the online catalog, email, phone call, or note in the book drop. Each patron who wishes to check out an item(s) will stop at the front desk and pick up their bag, or make their request to a staff member. The staff member will retrieve the item(s) for the patron and check out the materials to them. At this time, patrons will not be allowed to browse the shelves on their own
- 4) While following physical distancing requirements, patrons will be allowed to read the newspapers, visit with others, study, use the WiFi service, and other activities that Library staff feel can be done in a safe manner.
- 5) Library hours will be as follows, until further notice:

Monday through Friday	11:00 am to 5:00 pm
From 11-12 elders and vulnerable people	
- 6) Possibly limit number of items to be checked out and require items be returned before checking out new items. Continue quarantine process. Markers at 6 foot distances will be placed on the floor and furniture will be placed apart. There will be two designated tables for reading of the newspapers.