

## **Van Horn Public Library, Pine Island**

### **Phase 1 - Stay at Home Order in effect**

Library – Closed to all

Staff – FT staff working from home

Circulation – Only ebooks

Programs – Only Online

Returns – None – all book drops closed

### **Phase 1.2 – Stay at Home Order in effect**

Staff prep for return of services.

- Check in all materials quarantined from before we closed.
- Reorganize Youth Library.
- Open book & media drop.

### **Phase 2- Stay at Home Order either relaxed or lifted**

Library – *Closed to public*

Staff – *Work at library with social distancing rules in effect*

Circulation – *Ebooks and curbside*

Programs – Only Online

Returns – *Only in Book Drops*

### **Phase 3 - Stay at Home Order lifted**

Library – Closed to public

Staff – Back to work at library with social distancing rules in effect

Circulation – Ebooks and curbside

Programs – Only Online

Returns – Only in Book Drops

*Computers – By appointment, limiting to 3 in use at any given time (2 upstairs & 1 downstairs), disinfected between patrons*

### **Phase 4 – Soft Open**

*Library – Open to public by appointment – high traffic areas disinfected between appointments*

Staff – Back to work at library with social distancing rules in effect

Circulation – Ebooks, curbside and in-library

*Programs – Online and Take & Make*

Returns – Only in Book Drops

Computers - By appointment, limiting to 3 in use at any given time (2 upstairs & 1 downstairs), disinfected between patrons

### **Phase 5 – Open but restricted**

*Library – Open to public with possible capacity limits – high traffic areas disinfected hourly*

Staff – Back to work at library with social distancing rules in effect

Circulation – Ebooks, curbside and in-library

*Programs – Online and Take & Make, consider small in-person programming outside (i.e. Story Time)*

*Returns – Only in Book Drops, consider reinstating return carts by circ desks*

*Computers – No appointment needed to use. All can be open if we find a way to space them around the library. Disinfected between patrons.*

### **Phase 6 – New Normal**

All services & programming is back to normal.

Continue offering curbside pickup.