

## **Pittsylvania County Public Library**

I attached my very preliminary planning for reopening scenarios.

### **Possible Re-Opening Scenarios**

#### **1. Remain closed for an extended period**

- a. Focus on online resources
- b. Continue online library card registration
- c. Allow patrons to return library materials in book drops; quarantine and disinfect returned materials before reshelving
- d. Use social media to inform patrons of
  - i. Existing online resources
  - ii. Any new online resources
  - iii. Any new online library programs
  - iv. Other useful or interesting activities online

#### **2. Open with no public access**

- a. Focus on online resources
- b. Continue online library card registration
- c. Allow patrons to return library materials in book drops; quarantine and disinfect returned materials before reshelving
- d. Reinstate curbside pickup of library materials ordered over the phone or via catalog holds
- e. Reinstate porcheside pickup and delivery for bookmobile patrons using library van
- f. Conduct Facebook live programs such as early literacy storytimes or other talks/demonstrations for crafts (practice, ensure technology is available)
- g. Conduct Summer Reading program via
  - i. Participatory forum associated with curbside checkout -- bingo card, reading log bookmark, etc that can be returned for drawings or participation prizes (consider how to return? Mail in? Drop in bookdrop or small box outside branches? Email or text photo of card to library FB or branch? Online form option also?)
  - ii. Team up with Pittsylvania County Schools to hand out library/reading packets to students and families -- brochures on library, digital resources, signing up for a library card online, how to use curbside pickup; SRP logs/cards and information; coloring sheets or similar handouts; bookmarks with free resources links; STEAM activity sheets or instructions
  - iii. Create similar SRP packets for adult participants
- h. Use social media to inform patrons about
  - i. Existing online resources
  - ii. Any new online resources
  - iii. Any new online library programs
  - iv. Other useful or interesting activities online

**3. Open with social distancing restrictions (e.g., 6 foot distance, 10 person occupancy)**

- a. Continue with all Open With No Public Access initiatives above
- b. Open staff only, no public access for one week prior to public access to allow materials to be returned, disinfected, and reshelved after quarantine
- c. Open book drops; apply appropriate disinfection and quarantine procedures
- d. Continue curbside pickup for high-risk individuals
- e. Resume full bookmobile schedule; limit access to bookmobile to required guidelines and offer curbside pickup and delivery (hand out selected pre-checked out materials in bags) for high-risk patrons so they don't have to enter bookmobile
- f. Place tape lines on floor at front desk to space out patrons checking in or out
- g. No library programs other than passive programs, make-and-take crafts, guessing games, etc.
- h. Turn off selected computers to enforce distance requirements
- i. Remove chairs to limit table occupancy or space out patrons
- j. Move tables to fit with distancing restrictions
- k. If necessary, implement ticketing system to meet occupancy guidelines; limit patrons to 30 minute maximum in library; 30 minutes maximum on computers if patrons are waiting to enter. Place cones or marks on sidewalk to space out people in line, or issue numbers to call people in from cars when it is their turn to enter
- l. Consider reservation system for computer access longer than 1 hour (tests, tax filing, job applications)
- m. Conduct Summer Reading Program via
  - i. Participatory forum that does not require internet access -- bingo card, reading log bookmark, etc that can be returned for drawings or participation prizes
  - ii. Team up with Pittsylvania County Schools to hand out library/reading packets to students and families -- brochures on library, digital resources, signing up for a library card online, how to use curbside pickup; SRP logs/cards and information; coloring sheets or similar handouts; bookmarks with free resources links; STEAM activity sheets or instructions (consider how to return logs/cards; see above)
  - iii. Create similar SRP packets for in-library pickup; include make-and-take crafts
  - iv. Create similar SRP packets for adult in-library pickup; include make-and-take crafts
  - v. No food served

**4. Open with milder social distancing restrictions**

- a. Continue with all Open With No Public Access initiatives above
- b. Open book drops; apply appropriate disinfection and quarantine procedures
- c. Continue curbside pickup for high-risk individuals

- d. Resume full bookmobile schedule; limit access to bookmobile to required guidelines and offer curbside pickup and delivery (hand out selected pre-checked out materials in bags) for high-risk patrons so they don't have to enter bookmobile
- e. Place tape lines on floor at front desk to space out patrons checking in or out
- f. Continue with passive library programs; consider other programs on a case-by-case basis (can crafters be spread out? Can early literacy programs be limited through reservations to small groups? Can these program be accommodated within the occupancy limits for the building with other library users, etc.)
- g. Turn off selected computers to enforce distance requirements
- h. Remove chairs to limit or space out patrons
- i. Move tables if necessary to fit with distance requirements
- j. Continue with ticketing system if needed to limit occupancy to building; use SAM system to monitor and enforce computer time limits if occupancy is rated; use cones or marks on sidewalk to space out lines
- k. Conduct SRP via
  - i. In-library programs (consider registration to limit group sizes? Close program when limit is reached? Backup programs or back-to-back programs if demand is high? Simultaneous story and craft programs, then switch groups?). No food served.
  - ii. Team up with Pittsylvania County Schools to hand out library packets with lunches at middle schools (at least once per month)
  - iii. Adult SRP as normal, but limit groups for activities to meet restrictions; no food

**5. Open and back to normal; no restrictions**

- a. Continue with online resources, program information on social media
- b. Open book drops, doors as usual
- c. Continue curbside pickup program for high-risk individuals
- d. Resume full bookmobile service
- e. Resume program schedule, including on a case-by-case basis outreach visits to schools, daycare centers, nursing homes
- f. Consider continuing some online programs
- g. Remove restrictions on computer use, seating, tables
- h. If warranted, resume serving food at programs
- i. If warranted, resume selling coffee in library