

Pandemic Related Re-opening Policy

Goal: to restore services to the community while protecting the health and safety of staff and patrons.

Limited Public Services Restored as Social Distancing Guidelines Relaxed

Building open to the public with extra social distancing procedures, limited seating for the public, and adequate public area sanitation supplies.

Services restored include:

- Building open to public in a limited fashion.
- Full building janitorial service restored.
- Public areas to have additional cleaning prior to opening.
- Computer use for limited time/by appointment with sanitizing in between.
- Inter-Library Loan restored.

Limited reopening policies and preparation includes:

- Compliance with these policies is mandatory.
- It is recommended that all staff/patrons wear masks when interacting with each other.
- Capacity limits will follow the Center for Disease Control and Prevention (CDC) social distancing guidelines.
- Patrons are requested to clean hands when entering the Library.
- Curbside pick-up service follows sanitation and distancing guidelines:
 - Staff wears mask/glove.
 - Exact change for print job pick-up.
 - \$ goes into tray, tray goes into 3 day quarantine.Clean hands after interaction.
- Increase spacing in seating areas and between computer stations:
 - One person per computer.

- One session per patron per day.
 - Patron requested to clean computer station when finished.
- Position staff to be safely distanced from patrons within building:
 - Plexiglass partition at workroom windows & Children's Room desk.
 - Markings on floor at appropriate distance from workroom window.
 - Patrons with a higher risk are encouraged to use the Library from 10-11am, when patron traffic is minimal.
 - Sanitizing procedures for staff to use between patron visits:
 - Frequent sanitizing of high use surfaces.
 - Clean hands after interactions.
10. Limited use of community meeting rooms:
- Only Cargill room available for community use.
 - Capacity limits will follow CDC social distancing guidelines.
 - Patrons requested to abide by distancing and sanitation guidelines.
 - Patrons will be asked to clean after use.
- 11) Limited Summer Reading Program/events:
- Moved online.
 - Online app for tracking.
 - Virtual Science Teller kick-off event, June 9th, 2020 at 1:30pm.
- 12) Patron flow/distancing inside Library:
- Seating in Library removed/moved to increase distancing.
 - Marks on floor to maintain distancing at workroom windows.
 - Staff to maintain distance with patrons when providing service in any area of Library.
 - Sanitizing supplies on hand for patron/staff use.
- 13) Young Adult & Children's Rooms
- No unsupervised children under the age of 13 in the Library.
 - 1 to 1 supervision.
 - Older supervising family member must be 17 years or older.
 - No toys/games available for patron use.
- 14) Quarantining of incoming materials:
- ALL returned/incoming materials go in the dropbox.

- Brokenicky room is dedicated space for quarantined items.
- 3 days quarantine.
- Staff requested to use gloves.
- Clean hands after interaction.

15) Copying items for patron:

- Staff will not handle patron materials.
- Patron requested to clean copy machine after use.

16) Library publicizes limited service restoration/new policies:

- Post these new policies in Library.
- Post to Library's social media & web site.

Copy of these policies given to City Administrator and Police Department.

Failure to follow these policies will result in patron being asked to leave the Library.