

Library Reopening Policy
Caro Area District Library

I.Purpose. Michigan public libraries have been closed to the public pursuant to a series of executive orders. The Library anticipates that those restrictions will be lifted and the Library may once again resume public library service. This Policy establishes the steps the Library may take and the protocols the Library may put in place to protect the Library, staff, and patrons when the Library reopens.

II.Resuming Library Service. Before reopening to the public or non-essential staff, and during the term of the Reopening Plan, the Library will establish regulations and implement the following:

A.Cleaning Protocols. The Library Director will establish and follow reasonable cleaning protocols, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, public computers, breakrooms, conference rooms, door handles, and railings. This may include removing objects and material from public areas and wiping down surfaces. The cleaning protocols may change as the health and safety issues evolve or as the Library moves through the stages of reopening.

B.Returned Material. The Library Director will also develop a protocol for addressing returned material. This may include quarantining returned materials for specific periods of time.

C.Assess Needs. The Library Director and Assistant Director will meet to assess the condition of the Library and the tasks that need to occur prior to opening the Library to the public. This includes making sure the Library has the proper protection equipment such as hand sanitizer, gloves, masks or other similar equipment.

D.Social Distancing. The Library Director will take steps to implement social distancing protocols if required by law or the Reopening Plan. This may include removing or rearranging chairs and computer terminals, blocking areas/furniture, installing plastic screens, marking waiting areas to show the six (6)foot spacing, or providing “traffic control” designations, such as arrows showing one-way travel in certain areas of the Library in order to maintain social distancing. The Social Distancing protocols will be established in the Reopening Plan for each stage.

E.Notice to Patrons. The Library Director shall post notices on the door of the Library and on the website to inform patrons of the particular regulations of patron conduct for the current stage of the Reopening Plan.

III.Reopening Stages. The Library Board adopts the reopening plan attached as Exhibit A (“Reopening Plan”) to this Policy as the basic structure for the reopening stages for public library service. Pursuant to Section IV, the Library Director has authority to modify the Reopening Plan. The Reopening Plan, including any modification by the Library Director, shall govern the use of the Library. Violations of the Reopening Plan may result in suspension of library privileges.

IV.Director’s Role; Authority. The Library Director (or other person appointed by the Library Board) will monitor and coordinate events surrounding the reopening. The Library Director has the authority over the following:

A.Modifications; Reopening Stages. The Library Director may modify in writing any services, safety protocols or other part of the Reopening Plan. The Library Director also may determine when it is an appropriate time to move on to the next stage either in whole or in part.

B.Staffing Levels. The Library Director has the authority to address and determine appropriate staffing levels for each stage and whether staff can work from home or must work in-person.

C.Cancel or Limit Services. Even after the Library reopens and the Library Board approves a Reopening Plan, the Library Director may cancel or limit programs or services to ensure the safety and security of staff and patrons. This includes cancelling scheduled meetings held in any Library meeting rooms. The Library Director will use reasonable efforts to post notices of the program changes and cancellations, including posting notices at the Library and on the Library’s website.

D.Library Closure. The Library Director has the authority to close the Library temporarily for a maximum of fourteen (14)days without prior Library Board approval. The Library Director will inform the President of the Board of the determination to close and the proposed duration of the closure. If the Library has not been reopened, the Library Board may meet to determine whether the Library Director’s decision to close will be extended or whether the Library will be reopened before the time set forth in the Library Director’s determination. This closure may be due to a specific incident or reoccurrence of an infectious disease in the Library’s Service Area. The Library Director will use reasonable efforts to post notices of the closure, including posting notices at the Library and on the Library’s website. This Policy assumes the staff will be paid based on their “normal” schedule during the Library’s closure under this paragraph.

E.Consultation. The decision to cancel or limit services, move through the stages of the Reopening Plan, close the Library, or adopt additional protocols may

be based on recommendations made regarding the outbreak by the Centers for Disease Control (“CDC”), local health officials, the Library Board, Michigan Library Association, American Library Association, or other reputable sources.

V.Enforcement. Patrons may not enter the Library or may be required to leave if they are not in compliance with any safety protocols or requirements in the Policy, Reopening Plan, or any condition or modification established in writing by the Library Director pursuant to this Policy. Only the Library Director or his/her designee has the authority to suspend or limit privileges pursuant to this Policy. If any patron receives a warning or has privileges suspended or limited, the Library shall fill out an incident report and shall provide written notice of the violation when possible. If the Library does not have the ability to provide written notice, the Incident Report shall identify when verbal notice was provided. The Library may provide additional suspension periods for subsequent violations of the same rule or requirement.

VI.Right of Appeal. Patrons may appeal a decision to remove a patron or deny entry to the Library by sending a written appeal to the Library Board within ten (10)business days after the date the privileges were revoked, denied or limited. The appeal must be sent to the President of the Library Board. The decision of the Library Board is final.

VII.Applicability. Unless specifically addressed by this Policy, this Policy is not intended to govern or regulate specific employment issues or policies involved with staff returning to work. All existing Library policies remain in effect unless in conflict with this Policy. In case of a conflict, this Policy shall govern.

Approved 6/8/2020

EXHIBIT A PHASED REOPENING PLAN

Employee Screening

To prevent the spread of COVID-19 and reduce the potential risk of exposure, CADL requires employees to self-screen on a daily basis with questions provided by the Tuscola County Health Department. The Library Board encourages staff members to get tested before the library opens to the public. Information about free testing at the Tuscola Health Department will be provided.

PPE

-Masks are in the library, on each person's desk or inbox. Ordered enough for each regular and part-time staff member to have two (so they can alternate and launder) and a few extras for substitutes. Erika indicated that she had someone who wanted to donate some to us also.

-15 gallons of sanitizer has been acquired from St. Julian's in Frankenmuth. This will be put in spray bottles and can be used for hands and surfaces, it is 80% alcohol. Have 4 cleaning type spray bottles, ordered several spray bottles for misting on hands.

-Plexiglas shields have been installed on both floors.

-Partitions have been installed in the office in the Lower Level, as well as the Assistant Director's office.

-A large quantity of gloves are on order via the White Pine Library Cooperative. We have no ETA at this time. We do have some gloves left that we ordered before the shutdown, but not enough for use in Phase 1. Erin was able to acquire enough elsewhere to get started.

-Some staff have indicated that they would like face shields in addition to face masks. They have arrived.

Return of Materials

All returns must come through one of the exterior book drops. Erin will figure out a way to enclose the book drop that comes directly into the building.

Staff will empty the book drops twice per day (more if needed) and quarantine the items in the Community Room in dated sections. Items will remain in

quarantine for 3 Days. Once items have been quarantined for recommended number of days, they will be checked in and each cover wiped down with a Clorox wipe, or equivalent.

Items will be reshelved.

Phase 1: Curbside Delivery*

Patron orders materials by placing holds in Horizon or calling on the phone. We will limit each patron to 5 DVDs and 20 books/magazines/audiobooks per transaction.

Makes appointment for pickup time through online form or calling on the phone

Staff uses Horizon pull list or pulls materials as requested by phone. Items are checked out to patron and placed in paper bag, which is stapled shut and patrons name written on it.

At appointment time, staff places bag on table under porch overhang and waits in lobby to make sure patron retrieves it. Only one patron's bag(s) will ever be on the table at a time.

Staff will not accept returns, all returns must come through book drop so they can be quarantined.

Staff are encouraged to stay home if showing any symptoms of COVID19 (or if another person in their house is showing symptoms or has tested positive). Staff will be provided with masks and required to wear them when working in public areas or when they cannot stay more than 6 feet from coworkers, if medically tolerated. Some, if not all, of the masks will have ties so as not to interfere with glasses/hearing aids.

Phase 2: Reopening Plan for Building (25% Capacity)*

Soft seating will be reduced/eliminated. Even-numbered computers will be marked out of service to reduce closeness. Tables will have only one chair each,

some tables will be moved to increase space between. Toys and games will remain put away for the time being.

Plexiglas shields will be installed at service desks. Staff should use book carts to block open desk entrances from patrons. Office doors between public and staff spaces will remain closed when not in use. Doors between lobby and main floor will be propped open to reduce touchpoints.

The Lower Level will be closed during our initial reopening. Patrons can request materials at the front desk/over the phone/through our catalog and staff will retrieve them from the Children's Area.

Patrons requiring computer assistance will only receive as much assistance as the staff can provide by showing on their computer at the desk, or verbally.

Only staff will be allowed to use the copy machine. Staff can make copies for patrons.

Staff are encouraged to stay home if showing any symptoms of COVID19 (or if another person in their house is showing symptoms or has tested positive). Staff will be provided with masks and required to wear them when working in public areas or when they cannot stay more than 6 feet from coworkers, if medically tolerated. Some, if not all, of the masks will have ties so as not to interfere with glasses/hearing aids.

In addition to the nightly cleaning by the cleaning company, staff will sanitize touch points within the building at least twice daily.

The Community Room and the Study Room will be closed until future notice and be used to store extra furniture, quarantined materials, etc.

Tape X's will be placed on the floor at service desks showing 6ft distances. Stack aisles will be one-way and tape arrows will be placed on the floor indicating direction.

Signs will be posted requesting that patrons wear masks to protect staff, other patrons, and themselves.

Programming will only exist online or in whatever capacity we can supply to the patrons homes/outside the building with no staff contact.

Phase 3: Reopening Plan for Building (50% Capacity)*

Soft seating will be reduced/eliminated. Even-numbered computers will be marked out of service to reduce closeness. Tables will have only one chair each, some tables will be moved to increase space between. Toys and games will remain put away for the time being.

Plexiglas shields will be installed at service desks. Staff should use book carts to block open desk entrances from patrons. Office doors between public and staff spaces will remain closed when not in use. Doors between lobby and main floor will be propped open to reduce touchpoints.

The Lower Level will be closed but appointments can be made by one family at a time for a 30 minute appointment to choose their own materials. Patrons who do not need an appointment can request materials at the front desk/over the phone/through our catalog and staff will retrieve them from the Children's Area.

Patrons requiring computer assistance will only receive as much assistance as the staff can provide by showing on their computer at the desk, or verbally.

Staff are encouraged to stay home if showing any symptoms of COVID19 (or if another person in their house is showing symptoms or has tested positive). Staff will be provided with masks and required to wear them when working in public areas or when they cannot stay more than 6 feet from coworkers, if medically tolerated. Some, if not all, of the masks will have ties so as not to interfere with glasses/hearing aids.

In addition to the nightly cleaning by the cleaning company, staff will sanitize touch points within the building at least twice daily.

The Community Room and the Study Room will be closed until future notice and be used to store extra furniture, quarantined materials, etc.

Tape X's will be placed on the floor at service desks showing 6ft distances. Stack aisles will be one-way and tape arrows will be placed on the floor indicating direction.

Signs will be posted requesting that patrons wear masks to protect staff, other patrons, and themselves.

Programming will only exist online or in whatever capacity we can supply to the patrons homes/outside the building with no staff contact.

Phase 4: Back to Business as Usual*

Soft seating will be replaced. All computers will be reopened. Tables will have all chairs again. Toys and games will return to the public areas.

Plexiglas shields may or may not remain, we will have to assess at the time.

The Lower Level will be open to the public.

The Community Room and the Study Room will be back in use with normal procedures.

Library programming will return to normal.

*There are no timelines on any of the phases as these will depend on what is going on at the current time with the health of the community, various Executive Orders, and the guidelines of the Tuscola County Health Department. Phases may not always go in order and we may have to backtrack at times.

Updated 6/9/2020