

Stages of Re-opening HTPL

Stage 1 >

Conditions:

- Safety guidelines do not bar employees from returning to work
- Disinfecting agents are available in the library for staff use

Plan of action:

- Some staff return to the building following a set schedule for distancing (no more than two people at the circ desk at a time)
- Staff hours may be reduced or changed depending upon service hours and safety measures
- Staff will train on new procedures including online library cards, the new website features, and safety measures for upcoming stages
- Staff will answer phones, provide phone assistance, catch up on library tasks, process library materials, return ILL items, and prepare the library for stage 2

Safety measures:

- Staff to follow distancing guidelines remaining 6 feet apart and/or wear masks and gloves
- Staff do not share computer keyboards
- Remove reusable bags from checkout
- High touch areas like door handles and counters are disinfected often and regularly
- Open the windows when weather permits

Stage 2 >

Conditions:

- Safety guidelines do not bar curbside service
- Employees have access to gloves and masks
- Employees have been trained on the proper handling procedures for incoming materials and assisting customers with devices to eliminate direct contact.
- Supplies for disinfecting are in the library

Plan of action:

- Some public services restored including curbside service of materials and device assistance
- Process incoming MeLCat ILL materials and fill customer holds requests
- Staff hours may be reduced or changed depending upon service hours and safety measures
- Staff that can work from home may be encouraged to do so to limit staff exposure
- Reconfigure the library space for physical distancing
- Prepare the library for Stage 3

Safety measures:

- All safety measures from Step 1
- Returned items will be put on a hold cart for 96 hours before shelving or further processing; all material carts MUST be dated
- If bleach is being used as our disinfecting agent protective covering like aprons will be provided to staff
- Staff to follow distancing guidelines amongst themselves and with library customers

Stage 3 >

Conditions:

- Safety guidelines do not bar public buildings from opening in a limited capacity
- Sneeze guards are in place at the front desk for staff protection
- Disinfecting plan is in place and staff have been trained on safety measures
- Disinfecting agents are available in the library and for public use
- Good hygiene and physical distancing signs are in place

Plan of action:

- The library is open to the public in a limited capacity following safe gathering limits as set by the governor or by the health department
- Staff will adhere to disinfecting guidelines and safety measures
- Staff hours may be reduced or changed depending upon service hours and safety measures
- Staff that can work from home may be encouraged to do so as we limit library capacity

Safety measures

- All safety measures from Step 1 and Step 2
- Signage that only one person allowed down a stacks aisle at a time
- Keyboard covers for public computers and staff
- Public computers and catalog computers are disinfected between users
- Sanitation station available to the public
- Complete disinfecting of all library surface areas at closing

Stage 4 >

Conditions:

- All safety guidelines permit public gathering

Plan of action:

- Normal library business resumes
- Library volunteers return to work
- In-house programming resumes
- Book donations may be accepted
- Friends used book work resumes

Safety measures:

- Staff continue to practice good hygiene and disinfect high touch areas regularly