

## Informational Meeting on Library Reopening

Chat Log

Thursday, May 28, 2020

[10:13 AM] Erica

Do the rules about health survey also apply to volunteers (as well as staff)?

[10:14 AM] Shaffer, Janette

Yes Erica as they are helping staff your library

[10:14 AM] Cory

Is the health log something we need to keep record of and for how long?

[10:14 AM] Sue

Log needed? I thought it read you just need to use the questions.

[10:14 AM] Amy

What about if someone comes in to do work...say a plumber, or computer technician?

[10:15 AM] Shaffer, Janette

Cory and Sue - checking on this. One sec.

[10:16 AM] Shaffer, Janette

Amy - I would definitely ask service providers

[10:19 AM] Marie

10 employees = paid employees??

[10:20 AM] Shaffer, Janette

Marie - if your volunteers are staffing your library, they should be included in the count.

[10:21 AM] Shaffer, Janette

Also, right now it is a limit of 10 people congregating in one place

[10:21 AM] Wendy

Do we need to contact ACCD if we have already opened for curbside?

[10:21 AM] Jeannette

What is municipality has not passed a rule requiring masks but trustees have

[10:21 AM] Shaffer, Janette

Wendy - no

[10:21 AM] Marie

so 10 people working at one time? or total number of employees? (I'm confused...)

[10:21 AM] Bridget

Am I hearing that unless municipality requires masks, libraries may not require masks?

[10:21 AM] Tommy

So is a better criteria "10 employees at any single time"?

[10:22 AM] Shaffer, Janette

Thanks Jason for clarifying. 10 people total in one place

[10:22 AM] Shaffer, Janette

staff, volunteers, patrons

[10:23 AM] Wendy

can you clarify the maximum? is it 10 max, or possibly more with more square footage?

[10:23 AM] Muse, Joshua

Bridget, I see this in the ACCD guidelines - "Businesses and non-profit and government entities may require customers or clients to wear masks."

[10:23 AM] Shaffer, Janette

Wendy - it is UP TO ten, but 25% of your building capacity

[10:24 AM] Shaffer, Janette

so if ten is your building capacity it goes down to 2.5 (or two since it's people (smile) )

[10:24 AM] Muse, Joshua

Here's the section: "Non-essential retail operations are limited to 25% (twenty-five percent) of approved fire safety occupancy; or 1 customer per 200 square feet; or 10 total customers and staff combined, whichever is greater."

(1 liked)

[10:25 AM] Mary

Opinion on having AARP Tax Prep - on to one, can distance \* wear masks.

[10:25 AM] Wendy

How does one get a fire safety occupancy? I have tried to get our buildings manager with no helpful feedback

[10:26 AM] Keenan, Lara

Wendy - It depends on the library. Some libraries are having luck talking to their Fire Chief.

[10:26 AM] Emily

Who can we contact to talk through personnel plans as it relates to employees in high risk groups?

[10:28 AM] Erica

can you share the survey questions we need to ask? I'm not finding it on accd

[10:29 AM] Keenan, Lara

Jessica - The ACCD says access to hand washing facilities or hand sanitizer.

[10:29 AM] Marie

Who can legally request access to the logs?

[10:29 AM] Worland, Joy

Erica: <https://accd.vermont.gov/sites/accdnew/files/documents/Pre-screening%20Health%20Survey%20for%20Employees%20and%20Visitors%20Entering%20State%20of%20Vermont%20Facilities.pdf>

[10:29 AM] Margaret

As far as staff documentation of staff health, can we use an online form for this?

[10:29 AM] Clara

Are you saying we will need to keep a log of who is walking into library, phone and email address, show ID?

[10:30 AM] Sherri

Are we just tracking staff/volunteers that are here daily? Not patrons, correct?

[10:30 AM] Susan

Should we hold off on having volunteers work in the library?

[10:31 AM] Susan

What about space considerations for staff work areas? We have one large room with desks close together.

[10:31 AM] Erica

Do you have any idea when that Battelle survey is coming out about virus life on surfaces?

[10:32 AM] Shaw, April

Erica - they are saying Mid-June last I checked

[10:32 AM] Wendy

will the capacity change if gathering guidelines change tomorrow?

[10:32 AM] Worland, Joy

Susan Green: that is something your library should decide. It could be different for different libraries

[10:32 AM] Michelle

What if your library is comprised of small rooms. Do you determine occupancy by the square footage of each individual room?

[10:32 AM] Bridget

As of 2 weeks ago State Fire Marshalls Office did not have a formula for calculating building occupancy. Could we please get greater clarity on this?

[10:33 AM] Keenan, Lara

RE; Contact tracing and patrons - This brings up a legal question. I attended an ALA webinar about legal issues (we send you a link to this webinar in our resource digest), and a representative from ALA's Office of Intellectual Freedom cautioned us against contact tracing or similar activities that document a specific patron's access to the library, saying that it might run afoul of a state's patron privacy law. Whether or not tracking patrons could run afoul of VT's Patron Privacy Law is a legal question to explore with the library's/town's lawyer. The Governor is not requiring libraries to conduct contact tracing or gather names of visitors (though some businesses are required to do so). Privacy and COVID-19 tracing has also been a hot topic on the ARSL list serv recently. One person pointed to the ALA OIF's statement on "Protecting Privacy in a Pandemic" resource guide (<https://chooseprivacyeveryday.org/protecting-privacy-in-a-pandemic-resource-guide/>) which has some powerful words about protecting patron privacy during this time.

[10:33 AM] Toni

But didn't Josh just quote a section that says the 25% fire safety capacity or 10 total people, whichever is greater?

[10:33 AM] Sue

Can you share where it says we need to keep the log?

[10:33 AM] Wendy

"Non-essential retail operations are limited to 25% (twenty-five percent) of approved fire safety occupancy; or 1 customer per 200 square feet; or 10 total customers and staff combined, whichever is greater."

[10:33 AM] Worland, Joy

Michelle: everyone would have to be 6 ft apart

[10:34 AM] Cindy

I was told we would have to take a temperature check. Is this legally required?

[10:34 AM] Michelle

What if you can't maintain a 6 foot safe distance with 10 people in your building?

[10:34 AM] Marie

staff tracking is daily? or only days that we report to the physical location?

[10:34 AM] Randal

The ACCD template has a very confusing addendum requiring us providing N95 mask training to staff even though a) we don't need N95 masks and b) there is no training provided online. Can this be fixed / clarified? Thanks

[10:34 AM] Worland, Joy

Then you should have fewer than 10 people

[10:35 AM] Christine

Volunteer activity discontinued?

[10:35 AM] Amy

IMLS/OCLC/Batelle Institute updates: <https://www.webjunction.org/explore-topics/COVID-19-research-project.html>

[10:35 AM] Cory

I think restaurants have to however I don't agree with it

[10:35 AM] Cory

because of privacy

[10:35 AM] Keenan, Lara

If the Governor and ACCD update gathering guidelines, we anticipate the ACCD website on occupancy limits will also be updated.

[10:36 AM] Shana

Are we allowed to limit occupancy to \*fewer\* people than the state's limits?

[10:36 AM] Shaw, April

Here is the form to sign up for updates on the Battelle study: [https://www.oclc.org/content/oclc-forms/en\\_us/realm-updates.html](https://www.oclc.org/content/oclc-forms/en_us/realm-updates.html)

Sign up for REALM updates | OCLC

[www.oclc.org](http://www.oclc.org)

[10:36 AM] Keenan, Lara

Karen - re: assisting patrons on computers - I know some libraries in VT have found some ways to help with this. I can't remember who, however. This might be a good question to ask on the list servs.

[10:37 AM] Sherri

Should we try to bring some of our volunteers back to work? Or hold off at this time?

[10:37 AM] Wendy

Can we be doing health screenings on patrons? Our municipality is asking for that, but not taking contact info

[10:37 AM] Cindy

Karen some libraries were using the paid version of Zoom to help patrons on computers.

[10:38 AM] Keenan, Lara

Bridget - Have you checked with your insurance company to see what they have listed?

[10:38 AM] Amy

Sign up to receive updates on the "REALM" (IMLS/OCLC/Batelle) studies:

[https://www.oclc.org/content/oclc-forms/en\\_us/realm-updates.html?\\_ga=2.205738835.115932743.1590676474-130405380.1590676474](https://www.oclc.org/content/oclc-forms/en_us/realm-updates.html?_ga=2.205738835.115932743.1590676474-130405380.1590676474)

[10:38 AM] Cindy

Yes, Wendy, I was told I would be asking health screenings on anyone coming into the building.

[10:39 AM] Karen

It's summer and HOT the last few days.... how does air conditioning play into this

[10:39 AM] Bridget

Lara- I have checked with the Town which is well conneted with the Fire Officials. The town did not have this info, nor were they able to provide it to me.

[10:39 AM] Keenan, Lara

Cindy - The ACCD makes it seem like temperatures need to be taken every day - as they say businesses must order thermometers.

[10:40 AM] Keenan, Lara

Bridget - did the town ask the insurance company?

[10:40 AM] Amanda

Bridget- Georgia Public Library that was a state building, the same layout as Midstate. That information may be available elsewhere.

[10:40 AM] Erica

If vols are doing work in the library outside of open hours (when no other people are there), do they fill out the health survey on their own, or is it something that the safety officer has to administer to the volunteer?

[10:41 AM] Shaffer, Janette

About temp checks: "At the present time non-contact thermometers are in short supply, however employers shall immediately order, and use their best efforts to obtain, thermometers in order to conduct routine temperature checks. "

[10:42 AM] Margaret

Following up on volunteers: can the library board decide that no volunteers are required for current library situation?

[10:43 AM] Shaffer, Janette

Yes Margaret - this would be a local decision made by your board

[10:43 AM] Keenan, Lara

Wendy Hysko - Health screenings on patrons - That's a great question that might actually be a legal issue. It's not required by the State currently. The State does require you to post posters that say people with symptoms cannot enter, however.

[10:43 AM] Karen

And trustees with keys checking in as well!

(1 liked)

[10:44 AM] Worland, Joy

This would be a good time to be sure you know everyone who has a key to your library.

(1 liked)

[10:45 AM] Sherri

We have cleaning people come twice a week to vacuum, ect... Should I be here to check them?

[10:46 AM] Cindy  
mine too

[10:47 AM] Cindy  
my town wanted me to do this health screenings.

[10:47 AM] Keenan, Lara  
Sherri Brickey - Whoever is your Health and Safety Officer should check in with them, yes, as they are entering your space.

[10:47 AM] Erica  
We rent out space to tenants in our building (a massage therapist and a psychologist). I understand them to be their own safety officers -- when they are in the space, they would need to keep their own safety logs, correct?

[10:47 AM] Lorrie  
Couldn't the cleaning crew do the self-check report?

[10:48 AM] Keenan, Lara  
Re: Contractors or others entering to work in your space - Your Health and Safety Officer should check in with them to make sure they are doing a health screening before entering your space.

[10:49 AM] Jeannette  
Staff should stay upwind of patrons

[10:49 AM] Keenan, Lara  
that includes cleaning folks, building tenants, etc.

[10:49 AM] Marie  
Who has ventilation systems (other than opening a window/door)??

[10:50 AM] Rebecca  
Poultney had a ventilation system installed during renovation to keep the air from getting stagnant year round. Just had it cleaned.

[10:51 AM] Julie  
What about allowing computer usage by patrons?

[10:51 AM] Erica  
I want to get a better answer for my question -- our tenants are businesses that are not doing work for us in any way, they rent space from us and are their own businesses - they have to be their own safety officer, if I read the regs correctly -- they are not my employees. they pay us rent and operate from our building -- they count for occupancy, but are not my employees

[10:52 AM] Shaffer, Janette

Erica Walch, Moore Free Library Newfane - since your tenants are in the one-on-one service industry, they are required to keep their own  
Edited

[10:52 AM] Richmond Free Library  
Will the MS Team recording also capture chat?

[10:52 AM] Shaffer, Janette  
but you should check with them

[10:52 AM] Paula  
What about setting time limits for library use? Or visits by appointment?

[10:52 AM] Cindy  
seen as keeper of the books!

[10:52 AM] Marie  
Then not allowing computer usage?

[10:52 AM] Keenan, Lara  
Julie Pickett - What you allow for computer use depends on how your computers are set up. If they can be used while maintaining 6' distance and if you can clean them regularly, then you might be able to set up some way to allow patrons to use them.

[10:52 AM] Cory  
can we start on an appt. basis? I.e. patrons reserve a time to be in library?

[10:53 AM] Keenan, Lara  
Paula Davidson - Some libraries are doing these things.

[10:53 AM] Muse, Joshua  
We will be making the chat available as well at the same time as the recording.

[10:53 AM] Shaffer, Janette  
Cory - after June 1, this CAN be a consideration

[10:55 AM] Jeannette  
libraries with one part time employee will find this impossible

[10:56 AM] Bree  
Is there an update on the PPE and sanitizer from the state?

[10:56 AM] Lorrie  
perhaps a sign on the door saying "welcome" or "please wait"?

[10:56 AM] Keenan, Lara  
Jeannette Bair It will definitely be important for each library to determine what services they can offer depending on their capacity.

[10:56 AM] Jeanne

Muse, Joshua, Do you think plastic shields on keyboards are a good idea if we offer public computers?

[10:57 AM] Keenan, Lara

Bree Drapa (Westford) Jason said earlier that he hopes to provide an update on this within the next few days.

[10:58 AM] Bree

thanks, Keenan, Lara!

[10:58 AM] Keenan, Lara

Christine Mix - The ACCD says either bathroom facilities or hand sanitizer is required.

[10:58 AM] Christine

Great - thanks!

[10:58 AM] Keenan, Lara

for employees.

[10:59 AM] Keenan, Lara

(not for the public)

[10:59 AM] Sherri

Is the Health Survey on the AC website?

[11:00 AM] Shaffer, Janette

Margaret Woodruff- I wouldn't worry about that if you are maintaining cleaning protocol  
Edited

[11:00 AM] Worland, Joy

Yes, and there is a link to it in this chat

[11:04 AM] MaryPat

Could we get a library count at some point as to who is thinking of opening June 1?

[11:04 AM] Lorrie

could health screening for employees be a self-report google form that is checked daily by the safety officer?

[11:04 AM] Shaffer, Janette

Lorrie M Yes it can.

[11:04 AM] Shaffer, Janette

MaryPat Larrabee/SAFL we are sending out a survey to see who has what plans.

[11:05 AM] Jeanne

Thanks for courier update, Tom. Are we sure materials are not being physically handled by courier personnel while in transit?

[11:05 AM] MaryPat  
Thank you

[11:05 AM] Susan  
Is there a list of libraries - courier or not - who have resumed ILL?

[11:06 AM] Shaw, April  
Interest form should be going up in late June or early July to join the courier service!  
(1 liked)

[11:06 AM] Marie  
Courier driver was not wearing mask yesterday - are they required to??

[11:06 AM] Shaw, April  
Hi Susan, no I don't have a list of libraries who have resumed ILL services. I am sending out reminders to set holiday dates in Clover if you are not providing ILL.

[11:07 AM] Erica  
do we get a second chance to request plexiglass screen (if we said no or missed the first round)?

[11:07 AM] Jeannette  
Will courier deliver personnel wear masks when entering building?

[11:07 AM] Shaffer, Janette  
Erica Walch, Moore Free Library Newfane Can you submit the form this morning?

[11:08 AM] Margaret  
Should we take materials out of courier bags before quarantining the items?

[11:08 AM] Bree  
I requested my driver deliver in the building with a mask and he was fine with it.  
(1 liked)

[11:09 AM] Margaret  
We've been letting them sit in the bags instead.

[11:10 AM] Erica  
Janette, I just resubmitted.  
(1 liked)

[11:11 AM] Shaw, April  
Margaret Woodruff, we are also leaving items in the bag for a quarantine period. And our staff member who unpacks the bin also wears gloves as an added precaution.

[11:12 AM] Margaret

Thanks so much for all of this helpful (though overwhelming) information!

[11:13 AM] Margaret

Are we required to make a bathroom available if we open?

[11:13 AM] Worland, Joy

no

[11:13 AM] Keenan, Lara

Margaret Woodruff - You are not required to make a bathroom available to patrons.

[11:14 AM] Karen

Are people currently in their buildings wearing masks the whole time or just in proximity to others?

[11:14 AM] Marie

I'm curious about the sneezeguards - how does that work if you're moving around your library, shelving books, etc?

[11:14 AM] Susan

My board believes that if we open to the public we must provide bathroom access to the public. Is this the case?

[11:14 AM] Marie

It doesn't seem like much protection...

[11:14 AM] Sherri

Thanks so much for offering this meeting. So much great information!

[11:14 AM] Keenan, Lara

According to ACCD: "Employees must wear face coverings over their nose and mouth when in the presence of others."

[11:15 AM] Marie

Any chance at a grant for face shields?

[11:15 AM] Worland, Joy

Susan O'Connell Bathrooms for patrons are not required

[11:15 AM] Carrie

How is the sneeze guard attached? Does it hang from the ceiling? Is it affixed to a counter? Either?

[11:15 AM] Nancy

I had heard also that if a public building is open and they have a public bathroom it must be open to the public. Is there any clarification on this and where could I find it?

[11:15 AM] Shaffer, Janette

Sneeze guard

<https://forms.office.com/Pages/ResponsePage.aspx?id=O5O0IK26PEOcAnDtzHVZxk2YWOFFDDHRBrJVWB7Px5uhUNkpUMFBZnzMOS05CVk9RWVpXVv1ZMEsxQy4u>

Fill | Follow Up Assess Sneeze Guard Size Preference and Preferred Pickup Location

Thank you for expressing your interest in a sneeze guard and/or hand sanitizer. We are finalizing logistics and are happy to offer two sizes for sneeze guards. We've also identified five distribut...  
forms.office.com

[11:16 AM] Worland, Joy

You could also try to do the reshelving when the library is not open

[11:17 AM] Rebecca

Almost all of the businesses open in our town have their public bathrooms closed.

[11:18 AM] Shaffer, Janette

Rebecca Cook good to know thank you.

[11:18 AM] Nancy

That's helpful. Thanks Rebecca.

[11:18 AM] Bree

Does some one created a health log form they can share?

[11:18 AM] Keenan, Lara

Carrie - It depends on the one you order.

[11:18 AM] Susan

The town of Milton's form asks 1) do you have a temperature. 2) so you have a new cough 3) do you have a headache. Circle yes or no.

[11:18 AM] Jeannette

Yes! please send your health questionairre

[11:18 AM] Karen

[11:14 AM] Keenan, Lara

According to ACCD: "Employees must wear face coverings over their nose and mouth when in the presence of others."

[11:18 AM] Shana

ACCD's health check form: <https://accd.vermont.gov/sites/accdnew/files/documents/Pre-screening%20Health%20Survey%20for%20Employees%20and%20Visitors%20Entering%20State%20of%20Vermont%20Facilities.pdf>

[11:19 AM] Erica

I ordered a touch free thermometer from amazon over a month ago and it hasn't arrived yet... I just looked on WalMart.com and ordered one with "promised" two day delivery

[11:19 AM] Shaffer, Janette

Great. Thank you Shana Hickman

[11:19 AM] Margaret

Do we need to do the staff health check if the library is not open to the public?

[11:19 AM] Marie

But for someone working by themselves, the old school thermometer is fine, right??

[11:19 AM] Dena

Not sure how I'd feel about turning away someone who answers wrong. Second home owners, etc. "Have you traveled outside VT recently?" "Yes, I just arrived on Friday." "I'm sorry you can't come into the library..."

[11:20 AM] Margaret

OK.

[11:20 AM] Marie

That ACCD form does not include a question about travel

[11:20 AM] Karen

...Oops I'm struggling with the term "presence"

[11:20 AM] Erica

that's not on the ACCD questionnaire or on their signage

[11:21 AM] Erica

The question about travel

[11:21 AM] Shaffer, Janette

Marie I would add it but presumably you know if a staff person is traveling

[11:22 AM] Erica

these are the required signs, aren't they? <https://accd.vermont.gov/covid-19/business/restart/signage>

[11:22 AM] Susan

So if I have a staff member who works for us on Saturday, but works in NH during the week, she cannot work for us?

[11:22 AM] Karen

"Travel" is a loose term. Some may have MD appts at Dartmouth, or live on borders

[11:22 AM] Wendy

what about service vendors who travel?

[11:22 AM] Erica

I sent the ones in the link I just shared to our printer and it doesn't say anything about travel

[11:23 AM] Karen

I'm a director that lives in NH :)

[11:24 AM] Keenan, Lara

This is from the ACCD site:

Commuter (day trip) traffic to and from Vermont by those who travel daily between Vermont and adjacent states is authorized for essential travel (e.g. essential work, healthcare, groceries) and currently authorized daily work, family visitation, or recreation. **Travel to and from Vermont from outside the daily commuting area AND by those who do not travel to and from adjacent states daily is currently restricted and subject to mandatory quarantine upon arrival in Vermont.**

Those participating in essential work or currently authorized work that requires an overnight stay may utilize the state's lodging, camping and short-term rental properties if the individual self-certifies upon arrival that they are authorized to work in Vermont, have not been in contact with someone with COVID-19 in the past 24 hours, and have not experienced COVID-19-like symptoms in the past 24 hours including a fever above 100.4 F, chills, muscle pain, sore throat, headache or new loss of taste or smell.

Leisure travel to Vermont – either for the day or overnight – remains prohibited unless the traveler self-quarantines for 14 days upon arrival.

For more information about how to quarantine, visit the Vermont Department of Health's [quarantine chart](#).

[11:24 AM] Keenan, Lara

<https://accd.vermont.gov/news/update-new-work-safe-additions-be-smart-stay-safe-order>