

**Brooks Memorial Library--Preliminary plan for phased reopening**

***This plan is intended to be a fluid document, subject to re-evaluation and modification to comply with changes in local and state orders/guidance for best practices in public health and community containment of the COVID-19 virus. It is to serve as a framework for gradual movement between phases, including regression to earlier phases if circumstances dictate. Not all steps under each phase may happen simultaneously, but may be instituted incrementally, contingent upon available staff, supplies and equipment for implementation. As astutely noted by epidemiologist,*** ***David Mulholland, reopening services in the wake of COVID-19 must be viewed as a path and not as an event.***

**Phase 1—Limited staff returns to the building in earliest preparation of resumption of services.** (4/27-5/4)

All onsite staff is monitored for temperature and symptoms of illness upon arrival in the building. All staff wears face coverings and practices frequent hand washing/sanitizing.

Staff continues to expand and support BML online presence.

Staff view the Town mandated training (online) for workplace safety/hygiene re: COVID-19.

Technical services staff returns during staggered shifts to process materials in isolated areas of the building.

Staff who can work remotely continue to do so.

**Phase 2 Additional staff returns to site to deliver limited services** (5/4-present)

All onsite staff is monitored for temperature and symptoms of illness upon arrival in the building. All staff wears face coverings and practices frequent hand washing/sanitizing.

Staff continues to expand and support BML online presence.

Circulation staff returns to prepare for and provide curbside pickup service.

Staff develops protocol for safely treating returned materials in compliance with CDC and research.

Borrowed items are accepted via parking lot book drop. Materials are quarantined for 2 weeks and wiped with disinfecting solution.

Staff surveys physical space to recommend adjustment in preparation for opening to public with limited service and consults with Town Safety Officer to determine occupancy for staff and public areas.

Staff recommends necessary policy changes, (e.g. unattended children; behavior code, computer use, etc.)

Offices are reassessed to comply with social distancing schedules adjusted to avoid overlapping occupancy.

Outdoor seating is provided to support public WIFI access.

Physical space is reconfigured to comply with social distancing guidelines and safety measures in accordance with *Mandatory Health and Safety Requirements for all Business, Nonprofits & Governmental Operations* developed by the State of Vermont Agency of Commerce and Community Development through **Vermont Department of Health and CDC guidelines:** <https://accd.vermont.gov/news/update-new-work-safe-additions-stay-home-stay-safe-order>

Remaining staff continues to work remotely.

Board discusses and approves amended policies and phased re-opening plan.

**Phase 3** (6/15/2020)

All staff is monitored for temperature and symptoms of illness upon arrival in the building. All staff wears face coverings and practices frequent hand washing/sanitizing.

Staff continues to expand and support BML online presence.

Curbside service continues.

Safety/hygiene/quarantine of materials protocols continue.

Home delivery is launched for patrons who are not able to travel to the library.

Staff continues to prepare public spaces by removing furniture and unnecessary items such as toys and games, removal and rearrangement of public seating and computers to comply with social distancing, and production and posting of signage. Protective equipment such as sneeze guards and public keyboard covers are installed.

Staff works with Town maintenance staff to establish cleaning protocols for public areas. Adequate cleaning supplies are obtained. *Mandatory Health and Safety Requirements for all Business, Nonprofits & Governmental Operations* continue to be observed.

Remaining staff continues to work remotely.

**Phase 4**  (July 13)

All staff is monitored for temperature and symptoms of illness upon arrival in the building. All staff wears face coverings and practices frequent hand washing/sanitizing.

Staff continues to expand and support BML online presence.

Curbside pick-up service and delivery service continue.

Safety/hygiene/quarantine of materials protocols continue.

Library opens to public, within occupancy constraints, during shortened hours. Visits are limited to twenty minutes. Social distancing is observed and *congregating (i.e. interactions of nonfamilial people closer than 6 ft.) is not permitted*. In accordance with the Town order, masks are required for staff and public. Masks will be provided for those who do not have one.

Staff or Trustee volunteers are assigned as “greeters” to explain occupancy and behavioral parameters to patrons entering the building.

High activity areas (e.g. copier/printer) are monitored (“hosted”) by staff or trustee volunteers.

Frequent cleaning of high-touch areas and restrooms occurs. Additional Town supported staffing to maintain cleanliness of facilities.

Mezzanine Meeting Room may be reserved for ½ hour intervals for 1-2 people. Staff monitors and cleans the room in accordance with *Mandatory Health and Safety Requirements for all Business, Nonprofits & Governmental Operations.*
<https://accd.vermont.gov/news/update-new-work-safe-additions-stay-home-stay-safe-order>

Local History Research Room may be reserved for 1/2 hour by a single person for research and access to the specific tools and collection in the room. Staff monitors and cleans using the same procedures as other meeting spaces.

Quiet reading room remains closed to the public, in accordance with advice to avoid prolonged occupation of poorly ventilated spaces.

Magazines will be available for circulation. Magazines and newspapers will not be available to read onsite.

Interlibrary loan service resumes when courier service can support.

Reference staff returns to building. Appropriate staff continues to work remotely.

**Phase 5**

All staff is monitored for temperature and symptoms of illness upon arrival in the building. All staff wears face coverings and practices frequent hand washing/sanitizing.

Staff continues to expand and support BML online presence.

Curbside service and delivery continue.

Safety/hygiene/quarantine of materials protocols continue.

Patron visits are extended to one hour.

Mezzanine room may be reserved for 1-hour intervals by 1-2 people.

Rigorous cleaning regimen, social distancing and reduced occupancy continue.

Mezzanine Meeting Room may be reserved for 1-hour intervals for 1-2 people. Staff monitors and cleans the room in accordance with *Mandatory Health and Safety Requirements for all Business, Nonprofits & Governmental Operations.*<https://accd.vermont.gov/news/update-new-work-safe-additions-stay-home-stay-safe-order>

Local History Research Room may be reserved for 1 hour by a single person for research and access to the specific tools and collection in the room. Staff monitors and cleans using the same procedures as other meeting spaces.

Quiet reading room remains closed to the public, in accordance with advice to avoid prolonged occupation of poorly ventilated spaces.

Open hours are restored to pre-closure levels to include evenings.

Electronic Services Specialist returns to work onsite for limited assistance appointments.

Accounts clerk continues to work remotely.

**Phase 6**

All staff is monitored for temperature and symptoms of illness upon arrival in the building. All staff wears face coverings and practices frequent hand washing/sanitizing.

Staff continues to expand and support BML online presence.

Curbside service is discontinued.

Safety/hygiene/quarantine of materials protocols continue.

Mezzanine meeting room and Local History research room may be reserved for 2-hour intervals.

Quiet Reading room is open to the public.

Occupancy is expanded and patron visits are not restricted.

Congregating is permitted, within state and local guidelines.

Small public programming resumes within guidelines/restraints, (e.g. Scrabble group)

Meeting room is available for reservations by community groups, within guidelines/restraints.

Magazines and newspapers are available to read onsite.

Accounts clerk continues to work remotely.

**Phase 7**

Restrictions are lifted.

All staff practices frequent hand washing/sanitizing.

Staff continues to expand and support BML online presence.

Programs resume.

Hands-on activities are re-instated.

Volunteers return.

Meeting room is available for reservations by community groups for programs, gatherings.

Book donations are accepted.

***If at any time there are indications that the virus is re-emerging/surging, phases will be reassessed and activities will be modified, contracted, or suspended in accordance with guidance/orders of state and local officials.***

*In addition to valuable staff input, the following resources were consulted in preparation of this plan:*

*American Libraries Magazine, June 2020*[*https://americanlibrariesmagazine.org/2020/06/01/how-to-sanitize-collections-in-a-pandemic/*](https://americanlibrariesmagazine.org/2020/06/01/how-to-sanitize-collections-in-a-pandemic/)[*https://americanlibrariesmagazine.org/2020/06/01/coping-in-the-time-of-covid-19/*](https://americanlibrariesmagazine.org/2020/06/01/coping-in-the-time-of-covid-19/)

*Centers for Disease Control and Prevention*[*https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html*](https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html)

*State of Vermont Agency of Commerce and Community Development*[*https://accd.vermont.gov/news/update-new-work-safe-additions-stay-home-stay-safe-order*](https://accd.vermont.gov/news/update-new-work-safe-additions-stay-home-stay-safe-order)

*Upper Valley COVID-19 Current Facts Portal (David Mulholland)*[*https://uppervalleycovid.info/*](https://uppervalleycovid.info/)

*Vermont Department of Libraries*[*https://libraries.vermont.gov/covid19*](https://libraries.vermont.gov/covid19)

*Web Junction*[*https://www.webjunction.org/explore-topics/COVID-19-research-project.html*](https://www.webjunction.org/explore-topics/COVID-19-research-project.html)