**Reopening Plan for Jeudevine Library. Revised June 11, 2020**

The Library building will stay completely closed until the end of the Governor’s Stay Home Stay Safe Order. Following the end of that order we will begin to build Library services back into our operations in a scaled and thoughtful way. Library administrators will monitor library trends and best practices in Vermont in conjunction with emerging information from The Vermont Department of Health, Vermont Emergency Management, the CD and. This plan will intentionally remain fluid. As the situation continues to evolve we may incorporate steps from multiple levels, or we may move two steps forward and one step back. We will regularly notify staff, the board and the public about where we are in this plan.

**Possible Re-Opening Scenarios**

1. **PHASE 1. Remain closed for an extended period**
   1. Focus on online resources
   2. Continue online library card registration
   3. Allow patrons to return library materials in book drops; quarantine and disinfect returned materials before reshelving. But encourage patrons to keep the material until further notice.
   4. Wash hands after emptying the book return.
   5. Have answering machine message direct people who need help to the Library Director’s home phone
   6. Post strategy on website, Front Porch Forum (FPF), the Hardwick Gazette, Facebook
   7. Work on online programming
   8. Have custodian put a plastic shield in front of the circulation desk computer to prepare for eventual reopening
   9. Shelve materials after they finish quarantine
   10. Use social media to inform patrons of
       1. Existing online resources
       2. Any new online resources
       3. Any new online library programs
       4. Other useful or interesting activities online
       5. Any new developments with levels of service
2. **PHASE 2. Open with no public access: Curbside lending**
   1. Focus on online resources
   2. Have one staff member working at the library with a rotating schedule.
   3. When two staff members are working they must work in separate work spaces
   4. All staff members have completed the VOSHA training.
   5. Frequently-touched surfaces will be sanitized mid-shift and at end of day.
   6. Have disinfecting wipes and hand sanitizer in strategic locations in the library. Staff will wash hands with soap after touching any objects introduced into the library.
   7. If a Library employee begins to feel ill with Covid-like symptoms they will immediately inform the Library Director. If they are working they will go home immediately and contact their health provider. The area(s) where they were working will be vacated for 24 hours and disinfected.
   8. Continue online library card registration
   9. Allow patrons to return library materials in book drops; quarantine returned materials 1 week before reshelving. Put note with return date and check-in date on each stack. Place on children’s table.
   10. Reinstate curbside pickup of library materials ordered over the phone or via catalog holds
   11. Conduct Facebook live programs or ZOOM programs such as early literacy storytimes or other talks/demonstrations for crafts (practice, ensure technology is available)
   12. Conduct Summer Reading program via
       1. Participatory forum associated with curbside checkout -- bingo card, reading log bookmark, etc. that can be returned for drawings or participation prizes
       2. Consider how to return? Mail in? Drop in bookdrop or small box outside branches?
       3. Team up with area libraries for collaborative ideas
       4. Create similar SRP packets for adult participants?
   13. Use social media to inform patrons about
       1. Existing online resources
       2. Any new online resources
       3. Any new online library programs
       4. Other useful or interesting activities online
   14. Library hours will be:
       1. Mondays and Tuesdays, 10 AM to 6 PM staffed
       2. Wednesdays, 10 AM to 2 PM
       3. Thursdays, 10 AM to 4 PM
       4. Fridays, 10 AM to 5 PM
       5. Saturdays 10 AM to 2 PM
   15. Reinstate Interlibrary loan
       1. Outbound deliveries go out on Fridays, all materials would have already been quarantined
       2. Inbound deliveries will be left untouched until Monday when they will have met more than 72 hours of quarantine with the transport and wait period added together.
3. **PHASE 3. Open with social distancing restrictions (e.g., 6-foot distance, 3 library patron occupancy plus 1 staff using the 200 square foot/person rule. We have 900 square feet of public space).**
   1. Continue with all initiatives above continuing
   2. Do a publicity campaign to inform public of the PHASE 3 plan
   3. For one week prior to public access to allow all materials to be returned, disinfected, and reshelved after quarantine
   4. Required CDC signage on Covid-19 symptoms, and social distancing are in place at entrance.
   5. Staff must all wear masks. Anyone entering the building must wear masks
   6. Each staff member must certify upon arrival each day that they are, to the best of their knowledge, safe to be working in the building. They must fill out screening form which will be initialized by site health officer, the Library Director
   7. Each staff person uses only her or his work station, or sanitizes the keyboard, mouse, phone after use on shared equipment.
   8. A plexiglass screen has been installed separating the public from the staff at the circulation desk. No patrons are allowed in the circulation desk area.
   9. Anyone entering the building will be asked to use hand sanitizer
   10. Door handles will be sanitized after any use
   11. Anyone entering the building must follow signage rule that they are not allowed in the building if they have a cough, fever or shortness of breath.
   12. As we let the public enter the building keep the main entrance door locked via doorknob (not bolt) so we can ensure no more than allowed occupancy are entering
   13. limit library access to 1 computer user (at the PC next to window) and 2 browsers. No lingering, no sitting. Browsing only.
   14. Disinfecting wipes and hand sanitizer will be next to computer stations, tables, circ desk. Staff will wash their hands with soap and water after contact with people. Staff will wear masks in the library. They will wash their hands after letting people into the library. Staff will wash hands frequently.
   15. Open book drops; apply appropriate disinfection and quarantine procedures.
   16. Continue curbside pickup for high-risk individuals
   17. The public will not be allowed to use the bathroom as they would have to pass into the staff workspace and there is no room for social distancing. The bathroom is not ADA compliant.
   18. Place tape lines on floor at front desk to space out patrons checking in or out
   19. Allow only one person on the computer near the windows. After each use the keyboard, mouse, computer and computer station will be sanitized. Each person gets 25 minutes on the computer, leaving 5 minutes to sanitize and ready for the next appointment.
   20. Use timers for each patron. Write their name on the timer with the erasable pens and give them 25 minutes so there is time to clean between patrons.
   21. Cover chairs so they are not used. Cover tables so they are not used.
   22. Implement a ticketing system to meet occupancy guidelines; limit patrons to 30 minute maximum in the library; 30 minutes maximum on computers if patrons are waiting to enter. Issue numbers to call people in from cars when it is their turn to enter
   23. Consider reservation system for computer access longer than 1 hour (tests, tax filing, job applications)
   24. Conduct Summer Reading Program via
       1. Participatory forum that does not require internet access -- bingo card, reading log bookmark, etc. that can be returned for drawings or participation prizes
       2. Create similar SRP packets for in-library pickup; include make-and-take crafts
       3. Create similar SRP packets for adult in-library pickup; include make-and-take crafts
       4. No food served
   25. Adult programs held outside or in spaces where people can sit 6-feet apart and limit the number of participants.
4. **PHASE 4. Open with milder social distancing restrictions**
   1. Continue with all initiatives above
   2. Continue curbside pickup for high-risk individuals
   3. Place tape lines on floor at front desk to space out patrons checking in or out
   4. Continue with passive library programs; consider other programs on a case-by-case basis Turn off selected computers to enforce distance requirements
   5. Cover or remove chairs to limit or space out patrons
   6. Cover or move tables
   7. Use ticketing system if needed to limit occupancy to building;
   8. Conduct Summer Reading Program via
      1. In-library programs (consider registration to limit group sizes? Close program when limit is reached? Backup programs or back-to-back programs if demand is high? Simultaneous story and craft programs, then switch groups?). No food served.
      2. In-library programs held outside as much as possible
   9. Returning volunteers will be required to complete the VOSHA training.
5. **PHASE 5. Open and back to normal; no restrictions**
   1. Continue with online resources, program information on social media
   2. Open book drops, doors as usual
   3. Continue curbside pickup program for high-risk individuals
   4. Resume program schedule, including on a case-by-case basis outreach visits to schools, daycare centers, nursing homes
   5. Consider continuing some online programs
   6. Remove restrictions on seating, tables? When will this be feasible?
   7. If warranted, resume serving food at programs