**Stowe Free Library**

**Phased Reopening Plan**

**May 2020**

**Updated 05.15.20**

This proposed plan for reopening the Stowe Free Library during COVID-19 concerns was based on discussions with the Library staff, a journal article by John Thrill, Director of the Meridian Library in Boise, Idaho, <https://medium.com/@john.alan.thill/a-phased-reopening-plan-for-libraries-as-covid-19-restrictions-are-lifted-2d96885c0c1d> , preliminary studies suggesting that the virus lasts 24 hours on porous items and 72 hours on non-porous items, an Institute of Museum and Library Services webinar: Mitigating COVID-19 When Managing Paper-based, Circulating and other Types of Collections, which indicates the CDC is not concerned with COVID transmission through library materials,  <https://www.imls.gov/webinars/mitigating-covid-19-when-managing-paper-based-circulating-and-other-types-collections>, a general reopening plan by the director of the Pierson Library, and OSHA COVID-19 training. The plan also considers the Federal guidelines but is delayed somewhat to allow for library staff training and public perceptions of library safety.

The plan is viewed as a “living document” and may be adapted as things evolve. Curbside service is not included in the plan, but that option is being considered, and the service will likely be initiated sometime within the overall phased plan.

**PHASES AS DETERMINED BY THE FEDERAL GOVERNMENT**

**Phase One**

* Strict Social Distancing
* 10 people maximum
* No non-essential travel

**Phase Two**

* Social Distancing
* 50 people maximum
* Travel can resume

**Phase Three**

* Normalcy
* ID and isolate new cases

**PROPOSED PHASES FOR THE STOWE FREE LIBRARY**

*Note: Four phases – a delayed following of the three Federal and State Government phases with Phase 3 divided into 2 parts – 3A and 3B - and broken down by Facilities, Collection, Programs and Meetings, and Services.*

**PHASE ONE – Date to be Determined - ONLY Staff in the building - Accepting book returns.**

Facilities:

* Signage on door(s).
* Staff returns to the building; must wear face masks and have access to gloves.
* Temperature / wellness check at beginning of shift for each person.
* Staff hours: 9 to 5:30.
* Rearranged and taped off work spaces – Program and Systems Librarian uses the Meeting Room as her workspace, and the Director uses the Periodical Room as her workspace.
* Work spaces must be cleaned at the beginning of the shift – in the middle of the shift – and at the end of the shift.
* Door handles must be cleaned periodically – beginning, mid, end of shift or more frequently.
* Bathrooms must be sanitized after usage.
* Lunch will be eaten at work space.
* Kitchen must be sanitized after usage.
* Book drop handles cleaned on the hour.
* Robin returns to clean the building on Monday – Friday evenings.

Collections:

* Open book drops and accept library material returns.
* Wipe down returns with disinfectant using gloves.
* Check in items and then check out to “Quarantine 1, 2, 3, or 4” allowing a staged 72-hour quarantine for items.
* Store quarantined items on a roll cart in Adult Computer Room, marked with number of the Quarantine batch.
* Check in items that have been quarantined for 72 hours.

Programs/Meetings:

* No in-house programs.
* No Meeting Room usage.
* Online meetings only.

Services:

* Phone reference.
* No checkouts, holds, ILL.
* No public computer usage.
* Online services available.

**PHASE TWO – Date to be determined – Open to the Public - Staff and 10 additional people allowed in building.**

Facilities:

* Signage on door(s).
* Staff continue to wear face masks at all times and gloves when dealing with the public – checking in or out items.
* Staff hours: M – F, 9 to 5:30.
* Library hours: M – F, 10:00 – 5:00.
* Only front door open to the public.
* Hands-free sanitizer at front entrance.
* Roped off “corridor” from front door to front circulation desk allowing patrons only in this cordoned area.
* Allow 10 community members (face masks required) in library at any time. Number verified by assigned staff member – tally at front door or at circulation desk.
* Children must be accompanied by adult.
* Plexiglass shield on front circulation desk.
* Materials for checkout must be requested by phone or at the front desk.
* Staff will fill requests.
* No “browsing” of the library collection is permitted.
* Tape on floors in 6-foot intervals by circulation desk to encourage social distancing.
* No access to public access computers.
* Public bathrooms not open.
* Staff bathrooms sanitized after usage.
* Kitchen sanitized after usage.
* Work spaces sanitized before, mid, and after shifts.
* Lunch must be taken at desk.
* Sanitize kitchen if used.
* Door handles and book drop handles must be sanitized on the hour.
* Robin continues to clean after each shift.

Collections:

* Patrons will be asked to return items in the book drop or in a designated area/container.
* Staff, wearing masks and gloves, will check in physical materials in batches.
* Staff will continue to disinfect and quarantine materials as they are returned.
* Staff, wearing masks and gloves, will check out materials for each patron as they appear at the front desk and requests are filled.
* When items are being checked out, patrons will be encouraged to bring their library card or a photo of their library card barcode and will be asked to hold up their library card / photo so that staff may scan.
* The library will allow holds of materials in the library system, Koha.
* ILL service not available.

Programs/Meetings:

* No in-house programming.
* No Meeting Room scheduling.
* On-line meetings only.

Services:

* Phone and in-person reference and reserving of items; staff will pull items requested.
* Checkouts limited to 10 items per drop-in requests and 25 for call-in requests.
* No public access computers.

**PHASE THREE-A – Date to be determined – Staff and additional 50 people in the building.**

Facilities:

* Continued signage at entrances, at the very least “awareness.”
* Allow additional 50 people in the library; children accompanied by adult.
* Return to regular staff hours.
* Staff lunches taken at work space.
* Library hours return to normal: M,W,F – 9:30 – 5:30; Tu, Th – 12:00 – 7:00; Sa – 10:00 to 3:00.
* Plexiglass still in use at the front circulation desk.
* Browsing of collection allowed.
* Tape on floors removed.
* Continue to clean heavily used areas.
* Limited access to public access computers: 1 in juvenile area, 2 in adult area.

Collections:

* Regular check-ins and outs.
* ILL service resumed.
* Clean items as they are returned, but no quarantining.

Programs/Meetings:

* Online programming if conducive.
* No Meeting Room usage.

Services:

* ILL borrowing resumed.
* Limited computer use to public: 1 juvenile and 2 adult.
* Normal checkouts.

**PHASE THREE-B: Date to be determined – No limit on entrance to building.**

Facilities:

* Awareness signage at entrances.
* All are permitted to enter.
* Plexiglass removed.
* Both circulation desks opened.
* No restrictions on gathering – staff and lunch areas return to normal.
* Continue normal cleaning.

Collections:

* Normal check-outs/check-ins.

Program/Meetings:

* Normal in-house programming.
* Meeting room scheduling resumes.

Services:

* Normal services resumed.
* All public access computers available.