



39 Bombardier Road
Milton, Vermont 05468
library@miltonvt.gov

Phased Reopening Plan Draft

Last update 10:30 a.m. Wednesday, May 13, 2020

This is a working document, which will be updated to meet the latest federal, state, and town requirements and guidelines.

PHASE ONE - Curbside Pickup Service (Begins May 11, 2020)

See the curbside pickup plan for details. MaryBeth returns to working in the library 9 a.m. - 2 p.m. Monday through Friday to lead this service, with assistance from Kathy and Susan. All other part-time staff continue working from home.

<https://miltonlibraryvt.org/milton-library-curbside-pickup-service/>

PHASE TWO - Staff Return to the Library

Governor Scott lifts the Stay Home, Stay Safe Order, and then Town Manager Don Turner opens the town office building to staff.

HOURS

Regular hours Monday through Friday.

Monday through Thursday, 9 a.m. - 8 p.m.

Friday, 9 a.m. - 5 p.m.

Start summer hours of 9 - 2 for Saturday.

STAFF

Staff follow State of Vermont Executive Department *Addendum 11 to the Work Smart & Stay Safe order requirements, and Milton Public Library guidelines:

1. *Complete the temperature check and health checklist at the beginning of each shift.
2. *Stay at least six feet from others.
3. *Do not gather in groups.
4. *Wear a mask when in the presence of others.
5. *Wash hands frequently.
6. *Do not touch face.
7. Work at separate workstations, computers, and telephones.
8. When you finish at your workstation, wipe it down with Clorox wipes (including keyboard, desk, mouse, scanner, arms of the chair).

9. Disinfect where you touched kitchen appliances.
10. If you use a community dish, please wash it immediately when you are finished (no dishes in the sink).
11. Jeans may be worn for work, until we reopen to the public.

MATERIALS

Book drop emptied at opening, with the returned materials placed on tables in the meeting. Once a table is filled, staff label it with the date and time.

Label tables with date and time.

Staff shelve materials after 72 hours.

Staff wash hands after handling the book drop and shelving.

MEETING ROOM

Used for book disinfecting and furniture storage.

PATRONS

None allowed in the library.

PROGRAMS

All programming is virtual. No onsite programming.

SERVICES

Online, telephone, and email.

Curbside checkout.

SIGNAGE

Post state required sign.

VOLUNTEERS

None

DONATIONS

None

PHASE THREE - Library Opens to Patrons, Limited Service

Library and town leadership determine it is appropriate to open the library to limited in-person service.

Same as Phase Two, with these added:

PATRONS

Patrons to wear masks.

Patrons come in alone or in twos, only.

Keep a minimum of six feet between persons.

Limit library visit to 30 minutes.

Browse and checkout materials, only.

Plexiglas shield installed at checkout desk.

All chairs moved to storage, or blocked to prevent seating.

9 - 10 a.m. reserved for those 55 and older and those with compromised immune systems.

No more than 15 people at a time in the library. Overflow to wait outside the building, not in the town offices' lobby.

No unaccompanied minors under age 12.

Play area closed off.

SERVICES

Curbside transactions to carry out, with reserved books put on a cart or table inside the library for pick up.

Copying and faxing by donation. We will not make change.

Interlibrary loans resume.

SIGNAGE

Library use guidelines/rules.

Hand washing guidelines.

PHASE FOUR - Same as Phase Three, with these added:

PATRONS

May visit for up to one hour.

SERVICES

Computers: Rearrange patron computer areas so that there are only two computers at each station, and they are six feet apart. Patrons may reserve a computer for one hour a day.

Reservations taken over the telephone beginning at 9 a.m. first come first serve for that day.

Staff disinfect each computer after each use. Purell provided beside each computer.

Patrons may use their own laptops at our workstations. We provide one chair at our workstations.

Bookmobile makes deliveries to senior centers / day cares. Five items per person, ten item limit per institution.

PHASE FIVE - Same as Phase Four, with these added:

Library programs limited to 10 people and held in the community room. Registration required.

Community room open for reservations for groups or 10 people and fewer.

PHASE SIX - Resume full service, no restrictions.

Programming and services fully resume.

No restrictions to library visits.

Carry out ends.