

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

Phased Reopening Plan
Last update Tuesday, June 2, 2020

This is a working document, and it will be updated to meet the latest federal, state, and town requirements and guidelines. Phases may move forward or backward, depending on how COVID19 progresses.

**PHASE ONE - Curbside Pickup Service (Began 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 (Began June 1, 2020)**
Governor Scott revises 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.
Saturday summer hours, 9 a.m. - 2 p.m.

STAFF
Staff follow State of Vermont Executive Department \*Addendum 11 to the Work Smart & Stay Safe order requirements, and Milton Public Library guidelines:
<https://accd.vermont.gov/news/update-new-work-safe-additions-stay-home-stay-safe-order>

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 when first arrive to work and frequently throughout shift.
6. \*Do not touch face.
7. \*The director is the health safety officer when on duty. Otherwise, it is the manager on duty.
8. Work at separate workstations, computers, and telephones.
9. When you finish at your workstation, wipe it down with Clorox wipes (including keyboard, desk, mouse, scanner, arms of the chair).
10. Disinfect where you touched kitchen appliances.
11. If you use a community dish, please wash it immediately when you are finished (no dishes in the sink).
12. Jeans may be worn for work, until we reopen to the public.

MATERIALS
Book drop emptied at opening, with the returned materials placed on carts then checked in at the workstation in the meeting room.
The cart is labeled with the return date and the date three days later (72 hours) when materials may be shelved.
Staff wash hands after handling the book drop and shelving.

MEETING ROOM
Used for staff work, book quarantine, 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

MATERIAL DONATIONS
None

**PHASE THREE -** Curbside Pickup Extended, Interlibrary Loans Resume **(Began June 8, 2020)**

Same as phase two, with these added:

Curbside pickup hours:
9:30 a.m. - 7:30 p.m. Monday through Thursday
9:30 a.m. - 4:30 p.m. Friday
9:30 a.m. - 1:30 p.m. Saturday

Interlibrary loans resume. Arriving bins will be quarantined for 72 hours.

PHASE FOUR - Library Opens to Patrons, Limited Service (Possible late June, July)
Library and town leadership determine it is appropriate to open the library to limited in-person service.
<https://accd.vermont.gov/news/update-new-work-safe-additions-stay-home-stay-safe-order>

Same as Phase Three, with these added:

BUILDING
Plexiglas shield installed at checkout desk.
All chairs moved to storage, or blocked to prevent seating.
Play area closed off.
Only five patrons at a time may be in the library, whether they are browsing, copying, or using the computers.

COMPUTERS
There are three computers available to patrons by reservation: one at the formerly named adult patron desk, one at the formerly named teen patron desk, and one at the workstation in the center of the library.

Staff assign computers on a first-come, first-serve basis.

Staff clean the computers between use. Thus, the 30 minutes between appointments.

Computer help is not available. Patrons with limited computer skills should bring someone with them to help.

SERVICES
Browsing added.
Computer use added.
Copying and printing added. Payment is by donation. Staff don’t make change.

PATRONS
Make a reservation to enter the library. They call from the town building vestibule upon arrival, and a staff member lets them in.
Reservations are for 30 minutes, at the top of the hour, beginning at 10 a.m. and ending one hour before closing.
Patrons must wear masks.
Patrons come in alone or in twos, only.
Patrons maintain a minimum distance of six feet circumference between persons not in their party.
No unaccompanied minors under age 14.SIGNAGE
Maximum capacity, social distancing, no one may enter if they have symptoms of respiratory illness. (Required)
Masks.
Library use guidelines/rules.
Hand washing guidelines.

PHASE FIVE - Library opens to walk-in visits.

Same as Phase Four, with these added.

PATRONS
Reservations no longer required for browsing, but still required for computer use.
Limits to time in the library and number of patrons may be increased, as permitted by most recent regulations.
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.

SERVICES
Patrons may use their own laptops at our workstations. We provide one chair at our workstations.
Curbside transitions to carry out, with reserved books put on a cart or table inside the library for pick up.
Bookmobile makes deliveries to senior centers / day cares. Five items per person, ten item limit per institution.

MATERIAL DONTIONS
Reinstated.

VOLUNTEERS
Reinstated for organizing the Friends book sale.

**PHASE SIX - Same as Phase Five, with these added:**

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

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

**PHASE SEVEN - Resume full service, no restrictions.**This would occur when there is a vaccine and a treatment, or when the virus is no longer a health threat.Programming and services fully resume.
No restrictions to library visits.
Carry out ends.