**Baldwin Memorial Library**

**Phased Re-Opening Plan**

(DRAFT 6/1/20)

**PHASE ONE – Curbside Pick-up Service (March 18, 2020 – June 30, 2020)**

* Building closed to all visitors.
* Volunteer hours suspended.
* All on-site meetings & programming suspended.
* Library Director works regular hours, duly logged.
* Reference services provided via phone & e-mail, along with out-reach to at-risk patrons.
* Borrowers encouraged to phone or e-mail in requests which are bagged, labeled, and placed on table outside for pick-up.
* All returns are surface-sanitized and quarantined for 2 weeks.
* Librarian wears gloves & mask while handling items for circulation.
* Surfaces are regularly sanitized.
* Inter-library loan service effectively unavailable.
* Receipt of book donations suspended.
* Building retro-fit in preparation for Phase Two (exhaust fan in restroom, sneeze guard at desk, screen doors front & back, additional fans).

**PHASE TWO – Limited Browsing and Computer Access (beginning July 1)**

* The timing of this phase is subject to change according to public health updates.
* Signage, per State directive “Work Smart & Stay Safe”, will be posted re: occupancy limit, health pre-screening, social distancing, masks, and hand-washing.
* Masks will be required (and supplied free if needed) upon entering.
* All staffing to be done by Library Director who will do daily health self-screening and will wear gloves & mask.
* One public access desk top computer will be available by appointment for ½ hour intervals. The keyboard and mouse will be swapped out for sanitizing after each use. I-pads and Chromebooks will be available for in-library use or for loan and will be sanitized after each use.
* Browsing the collection in ½ hour intervals will follow social distancing protocol with no congregating.
* Curbside loans will continue if requested.
* Returned items will go into bins at entry for 7-day quarantine. (Due dates will be extended to allow quarantine time.)
* Inter-library loan service will resume with possible limitations per individual library.
* In-house meetings and programming are still suspended, but virtual and outdoor programming options will be explored.
* Frequently-touched surfaces will be sanitized mid-shift and at end of day.
* All children must be accompanied by an adult.
* Receipt of book donations will still be suspended.

**PHASE THREE – Full Service Resumes (in accordance with State guidelines)**

* Once the Governor’s Office and Department of Health give a complete “all clear”, we will open to full capacity. Assuming the possibility of a second wave of infections, this may not happen for some time.