

Moore Free Library Reopening Plan

Based on guidance from CDC and VT Department of Health and the VT Department of Libraries:

CDC checklist:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/workplace-decision-tree.pdf>

VTLIB information:

<https://libraries.vermont.gov/covid19/reopeninginformation/considerations>

VOSHA Town Hall: https://www.youtube.com/watch?v=T_Fdylu8Unw

Moore Free Library will reopen on June 9, 2020 with the following hours

Tues 1-5

Weds 2-6

Thurs 1-5

Fri 2-6

Sat 10 - 2

Inside the library

Remove all toys, crayons, pencils, soft chairs

Open windows for cross breeze

Books returned outdoors only

Space chairs in reading/computer room six feet apart

Patrons may come in for 30 minutes at a time, and will be asked to time themselves. Library staff will let them know if they have exceeded that time and encourage them to move outside to seating areas

No more than 10 people (staff, patrons, tenants) in library at one time

Post signs about keeping 6 feet apart

Staff will wipe down computer keyboards, monitors, mice and chair arms after each user

Staff will wipe down other chairs if she notices someone sitting in them

Staff will clean the bathroom at start and end of day and mid-day if feasible

Staff will not clean books on the shelves and we all have to realize that people may be touching books and putting them back and they may be contaminated with virus

No eating by staff or patrons inside the library

Outside the library

Occupancy, health, and MFL signs posted outside the doors

Patrons can take MFL laptops outside for 1 hour stints, longer if no one else is waiting

Catalog computer will be outside on the porch

Patrons cannot sit on the porch (too close)

There is a tent with two tables outside and chairs for under the tents and on the grounds.

Staff will wipe those down at start and end of shift, and mid-shift if patrons have used them.

Curbside

If patrons don't wish to come into the library, they can phone in or email in a book order and those orders will be in paper bags. Patrons have to call or yell through the window during open hours and staff will bring them to their cars.

Staff protocols

Staff has completed the required VOSHA course (which consists of reading information from a Power Point) and has used that info along with CDC guidance and VOSHA webinar to create this plan. Prior to entering the building, staff will check her temp. If she has a fever, she will go get coronavirus testing and the library will be closed until test report comes back. If staff is notified by a contact tracer that she has been in contact with someone who has tested positive, she will quarantine for 14 days and library can either close or find a paid substitute, not a volunteer, to cover. Staff will wash her hands as often as possible, and will avoid touching her face. She will wear a cloth mask when there are other people in the building.

Volunteers

If volunteers want to return to volunteering, they can perform tasks that can be completed when the library is not open (recataloging books) or can be outdoor greeters, explaining the new rules to patrons. Volunteers must complete VOSHA training and MFL training prior to volunteering and must complete health screening at the start of each shift.

Book returns

Books are to be returned outside in the drop box only.

Staff will not handle returned books during the shift when they were returned.

At the start of the next shift, staff will empty box and check books in.

At the start of each new shift (prior to library opening), staff will wipe the covers of books down with a diluted bleach and water solution and a paper towel.

ILLs

ILL will be suspended until there is a statewide consensus about ILL usage

Programming

Programming will be held outdoors whenever possible and attendees will be asked to bring their own chairs or blankets to sit on. If library provides chairs, Erica will wipe them down with bleach solution and paper towels before and after usage by patrons. Number of people per gathering and feet between people will be in keeping with whatever the current VT requirements are. In the event of inclement weather, programming will be cancelled or rescheduled.

Summer Reading & Programming for Kids

Summer reading logs will be given to any children who'd like them.

All children's programming will be outdoors, following same protocols as above.

Gallery

Same occupancy limits apply. Receptions to be held outdoors. No food allowed.

Secondary concern:

Putting a plan together for operating in the fall/winter, when we can't open windows and when distancing rules may become more strict.