

## **Westford Public Library - Phased Reopening Plan**

This is a working document which 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.

Last update: July 9, 2020

### **Until the library is fully open (Phase Six):**

- **All persons in the building (other than children under the age of two) must wear facial masks**
- **Social distancing measures, keeping a minimum of six feet between people, must be practiced.**
- **Bathroom use is restricted to volunteers and staff, with some exceptions made, and disinfected between use when possible.**
- **Staff, volunteers, and contractors must complete the health checklist at the beginning of each shift. Online form is provided.**
- **Upon finishing a shift, surfaces must be wiped down with a disinfectant.**
- **Wash hands after handling book drop or shelving materials.**
- **Frequent hand washing is encouraged throughout the day.**

**Returned materials are isolated for approximately 24 hours before checking in and 72 hours before shelving. Items may be circulated after 24 hours. (Per IMLS/CDC recommendations for handling of library materials)**

### **PHASE ONE - Completely Closed**

No library services of any kind will be offered.

### **PHASE TWO - Curbside Pickup, Virtual Programming**

Curbside service provided two days a week - Wed. 3-5pm and Saturday 10-Noon.

Order form is available on the library website and social media.

Book drop is open for returns.

Digital services offered through Libby/Overdrive.

Limited inter-library loan.

Overdue notices turned off, automatic renewals in place.

WiFi available 24/7.

### **PHASE THREE - Curbside Pickup, ILL, Virtual Programming, Outdoor Programming**

Same services provided as Phase Two, with the following additions:

Full Inter-library Loan services (ILL).

Limited outdoor programming will take place on the Common (Storytime/Summer Reading Program) This is weather dependent. Social distancing measures will be the responsibility of family adults.

Volunteers can resume 2 hours shifts if they have completed the required VOSHA training. Library subs will be trained in “safe” procedures and librarian support if they have completed the required VOSHA training.

**No more than 6 people will be allowed in the building at any given time.**

**PHASE FOUR - Library Open Limited Days for Browsing, Computer Usage, Virtual Programming, Outdoor Programming, ILL, and Curbside Service**

Same services provided as Phase Three, with the following additions:

**Phase Four conditional upon availability of hand sanitizer, disinfectant, and plexiglass shield at front desk.**

The library building will be open to adults, accompanied minors under 12 years of age, unattended minors 12 years and older. This indicates a change in our Unaccompanied Minor Policy.

Library will be open Wednesday 1-7 pm and Saturday 10 am-2 pm. The 1st open hour of each day will be reserved for vulnerable populations (seniors and immuno-compromised). Curbside service will continue to operate Wed. 3-5pm and Sat. 10-Noon.

Visits should be limited to 30 minutes or less.

Patrons may browse from collections in the main area of the library. The children’s area will be closed to browsing. The librarian will retrieve materials from this area upon request.

Public access computers and printers will be available. Computer usage is limited to essential functions, not gaming, and will be limited to 30 minutes. An appointment system may be implemented if needed. Computers will be spread out to accommodate social distancing regulations. Computers and peripherals will be cleaned after each use.

In order to maintain social distancing, directional floor tape will outline the flow of patron movement. A plexiglass barrier will be installed at the circulation desk.

**No more than 6 people will be allowed in the building at any given time.**

**PHASE FIVE - Library Open Limited Days for Browsing, Computer Usage, Virtual Programming, Outdoor Programming, and ILL.**

Same services provided as Phase Four, with the following additions:

Open hours will still be limited. Patrons are still asked to limit visits to 30 minutes or less.

The children’s area will be open for browsing. All toys and some seating will be removed.

With the full collection available, curbside service will only be available upon request to those that feel they need it. Otherwise, requested items can be pulled ahead of time and held at the circulation desk.

**With the increase in browsing space, up to 10 people may occupy the building.**

**PHASE SIX - Library is Fully Open**

Regular hours return.

Indoor Programming resumes.

Curbside service is no longer an option.

Groups may once again use the library for meetings.

Occupancy and social distancing restrictions are no longer in place.