

Leelanau Township Library

COVID-19 Reopening

June 2020

The library will begin to resume services when allowed by the State of Michigan, as outlined in Executive Order No. 2020-110. Services will likely be restored in phases, with increasing public access as public health conditions improve. All aspects of this plan are based on protecting the health and safety of library patrons, staff, and community as a whole.

The library director will have authority to move through this phased reopening at her discretion. The Township Supervisor will be advised of these changes in advance. If conditions warrant, access may be phased back to a more restricted level, based on advisories from public health officials.

This reopening plan, including adjusted services and hours, will be made available to the public via the library's website. The library's answering service will also include updates to services and hours of operation.

General requirements

Workplace preparedness

Library operations will meet requirements for safe operations as outlined by Executive Orders from the State of Michigan, guidance from Occupational Safety and Health Administration (OSHA), recommendations of the Centers for Disease Control (CDC), and the Benzie-Leelanau County Health Department. This includes protocols to limit potential exposure through three primary lines of defense:

- Mandatory use of appropriate Personal Protection Equipment (PPE)
- Social distancing and occupancy limits
- Enhanced cleaning and disinfecting of materials, equipment, and both staff & public areas

Protocols for preventive measures are addressed throughout this document, and in Appendix 1. Response plans for expected or confirmed exposure are outlined in Appendix 2.

Staff preparedness

This plan has been reviewed with all staff members, to ensure they are familiar with the safety protocols and service routines. It is understood that this is a dynamic situation, with an uncertain timeline. Staff will need to be able to adapt to changing work conditions and new challenges. Staff will work with patrons to help them adjust to modified library services.

Personal Protective Equipment (PPE) will be provided for staff: Gloves, masks, and hand sanitizer. Gloves and masks should be reused as much as is practical to ensure that supplies last.

Reopening Phases

Phase 1: Staff returns / Curbside Service

All staff members may return to the library to resume their normal duties. Some work may continue to be done remotely.

Staff may wear masks in the building, unless working alone.

Normal work schedules and staff duties will be observed.

Staff will also begin preparing the library for reopening. These tasks will include:

- Cleaning desks, counters, computers, equipment with disinfectants
- Reviewing reserve lists in preparation for curbside.

Volunteers will not be scheduled at this time.

The library will make arrangements for patrons to reserve and pick up books and media **from the library's local collection**. Reserves can be made via the online catalog, email, or by phone. Staff will assist patrons with use of the catalog as needed.

Staff will receive the requests, check requested items out using the normal due dates, and place them on the hold shelf. Any dvd rental fees due may be left on account, and settled at a later time when in-library services resumes. Patrons will be notified as indicated in their account when their reserves are ready for pickup. Patrons will alert staff that they are at the library, which will remain locked. Staff will deliver materials to patrons, wearing gloves and mask, in plastic bag.

Curbside pickup will be available during regular library hours.

MelCat borrowing may not be available at this time.

The restroom will not be available to the public.

Printing/copies will only be available by emailing circulation@leelanautownshiplibrary.org and paid for with exact change.

Public WiFi will remain on and accessible from outside the building at all times.

Phase 2: Limited Indoor opening

When allowed by the State of Michigan, the library itself will reopen to the public, with social distancing, PPE and personal hygiene requirements, and building occupancy limits as needed. All applicable access requirements and limits will be posted at the library entrance.

The library will remain open during normal hours for curbside delivery. The library building will reopen limited hours which may be Tuesday and Thursday from 9:30 am – 1 pm.

Access to collections, services and areas within the library will be impacted:

Reading areas: limited seating to ensure needed social distance

Children's toys, puzzles: will not be available until further notice

MeLCat: available to the extent allowed by the LOM and MCLS

In person browsing: will be allowed, within current occupancy limits during the scheduled hours only. Patrons will be asked to return unwanted items to specific areas for quarantine.

Public computers: limited to two computers, one user at a time, during scheduled hours only

Book and Magazine donations: will not be accepted at this time, due to quarantine requirements

Staff will continue to wear PPE when others are in the building. As much as possible, staff will work within their own areas and limit contact. Any shared spaces or equipment will be cleaned / disinfected frequently.

Volunteers will not be scheduled at this time.

Patrons will be required to wear a protective mask to enter the building. Masks will be distributed to patrons as needed, but only as stock allows.

Patrons are also encouraged to wear gloves - these will not be provided.

Patrons will be asked to sanitize their hands when entering the building. Hand sanitizer will be available in various locations in the library building.

Patrons will be asked to limit their time in the library, staying only as long as needed to complete material selection, and brief printing and computer tasks.

Signage at the front door will remind patrons of social distancing requirements, mandatory use of masks, and other restrictions. Staff will have authority to request patrons leave the building if they are unwilling to follow these requirements.

Printing, copying, and scanning will be available.

The restrooms in the township hall will be open.

Phase 3: Less Limited Indoor Opening

As restrictions on public spaces are eased by the State of Michigan, as determined by changing public health conditions, the library will return to normal services with full access to the library building during normal business hours following Phase 2. The library will remain open during normal hours for curbside delivery during this phase as well. ***Tentative date of July 7 ***

Phase 4: Business as Usual access to facility and services

As restrictions on public spaces are eased by the State of Michigan, as determined by changing public health conditions, the library will return to normal services with full access to the library building. All collections, services, and areas of the library will be accessible, with limitations as required by current public health conditions and state mandates. These may include:

Social distancing: at service desk, seating areas, public computers

PPE: continued use by staff and patrons

In-person programs: type and audience determined by health conditions and state mandates

Cleaning: staff will manage daily cleaning, disinfecting of public & staff areas. Professional cleaning will be done weekly, with periodic "deep-cleaning" as needed.

Normal hours of operation will resume, and staff will perform all routine job duties. Volunteers may return to assist with shelving and other duties, if willing and able.

MeLCat

The Library of Michigan (LOM) and the Midwest Collaborative for Library Services (MCLS) will determine the timeline for reinstating MeLCat services. This will likely be phased in over time, as more libraries are ready to reengage. The library will publish notices with updates on the status of MeLCat service.

Programs

No in-person programs or presentations will be planned for the foreseeable future. Programs will be hosted online, via Zoom, pending availability of presenters. Events may also be co-hosted with other libraries in the area, so that expenses can be shared and audience reach maximized. This includes children's story hours and summer reading events. When health conditions allow, in-person gatherings will resume, in observance of any applicable limits.

Material handling protocols

All collection materials – books, periodicals, and media – will be handled by library personnel with extreme care to reduce the chance of virus transfer. This will apply as follows in the various phases of material routing:

Acquisitions: new books and media that arrive in sealed packaging will be deemed to be safe, due to time elapsed in shipping. However, staff may wear gloves when handling shipping cartons and envelopes.

Circulation: all items brought to the desk for checkout will be handled by staff who may wear gloves. Patrons will be advised to clean their hands with antibacterial cleaner before and after retrieving items from stacks.

Returns: all items returned by patrons to the desk will be placed in quarantine for 3 days (72 hours) based on most current information from IMLS. After quarantine period, the item will be checked in, with the return date adjusted in the circulation system. Items that are able to be disinfected will be. Materials are then returned to book cart for re-shelving.

NOTE: in the event that staff recognizes that a returned item is on reserve, the quarantine period may be bypassed, with added care taken in disinfecting the item.

Book drop: will be handled and processed in the same manner as other returns, with a quarantine process, back-dating of return dates, and surface cleaning, if possible.

MeLCat: items returned by our patrons will be handled and processed in the same manner. Due to time in shipment, incoming deliveries of MeLCat items will be considered ready for handling, though staff may wear gloves to unpack crates and individual items.

Appendix 1: COVID-19 preventive measures

The library director will be responsible for ensuring that appropriate preventive measures are instituted and observed. Staff and volunteers should direct questions or concerns to the library director. The director will stay informed of changing public health advisories and state and local government mandates, and adjust measures accordingly.

Staff will assist with preventive measures, including monitoring and enforcing library COVID-19 operational policies.

The following procedures will be taken to minimize exposure to and spreading of the COVID virus:

- Maintain distance of six feet between employees, and patrons, to the maximum extent possible, including the use of ground markings, signs, and physical barriers, as appropriate to the worksite.
- Provide non-medical grade face coverings to employees. Use will be mandatory when employees are in the building.
- Encourage employees to practice preventive personal hygiene while in the workplace:
 - **Frequent hand washing** with soap and water for at least 20 seconds. Alternatively, use an alcohol-based hand rub with at least 60% alcohol.
 - **Avoid touching eyes, nose, or mouth** with unwashed hands.
 - **Respiratory etiquette**, which includes covering for coughs and sneezes.
- Provide adequate restroom supplies for staff and patron use (soap, towels) and hand sanitizer at various locations throughout the library.
- Increase facility cleaning and disinfection, especially on high-touch surfaces, paying special attention to shared equipment and workspaces.
- Review common COVID-19 symptoms, and procedures for reporting and responding to suspected exposure.
- Post public notices regarding PPE, social distancing, and occupancy limits, along with reminders of health self-monitoring and respiratory etiquette guidelines.

Appendix 2: Exposure response plan

Library personnel will monitor their health, staying alert for any suspected signs or symptoms of COVID- 19. The primary symptoms include:

- Dry cough
- Shortness of breath or difficulty breathing
- Fever (either feeling feverish or a temperature of 100.4 degrees or higher);
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Other possible early symptoms are diarrhea, nausea/vomiting, and runny nose. If library personnel experience any of these symptoms, they should report to the library director immediately. If there is any question about an employee's condition, he/she will be sent home until further action is taken.

In the event that an employee or volunteer leaves work because of suspected COVID symptoms, he/she will need to be evaluated by a health care provider before being cleared for return to work. This may require testing for COVID exposure, at the discretion of the health care provider.

If a staff member or volunteer has a confirmed case of COVID-19, the library will do the following:

- Communicate with all staff members and volunteers. The infected employee will not be identified by name.
- Provide the name of any potentially exposed employees or volunteers to the Benzie-Leelanau District Health Department
- Contact any patrons who may have come into contact with the infected employee during the previous 14 days. This will be determined to the best of the library's ability, based on available internal records.
- Report cases to OSHA as required.
- Thoroughly clean and disinfect all affected staff work areas.
- Consider guidance from the employee's health care provider in determining when he/she may return to work.

Any employee or volunteer who has tested positive will remain quarantined until the BLDHD clears him / her for a return to work.

Employees will not forfeit pay during any COVID-related medical leave, provided that documentation is provided from health care providers and /or the Benzie Leelanau Department of Health

The library will also respond to inquiries from public health authorities regarding contact tracing of individuals from elsewhere in the community and beyond. All library policies covering patron confidentiality will be observed in such responses.

June 9, 2020