

DAML Pandemic Operations: Library Re-Opening Plan

Staff should let the Director know if they are ill at any time during the re-opening process, and should not come to work. If a family member is sick, staff should stay home until infectious period is passed and communicate with Director before returning. At all times, follow Vermont Department of Health, CDC Health and Safety guidelines and, State of Vermont Agency of Commerce and Community Development (ACCD) Phased Restart Worksafe Guidance.

Communication with the public via all media outlets throughout the re-opening stages will be ongoing (see Disaster Plan Communications Plan for details of responsibilities).

Note: Inter-library loan services will be restored when VTLIB Courier Service is re-activated and other libraries are staffed.

Stage 1 Prepare to Resume Limited on-site Services

Some staff return to work in the building within a staggered schedule to ensure social distancing. No more than 4 staff scheduled in the building at a time, spaced in different areas and all staff wear cloth masks when in the building unless eating or drinking, or behind a closed door. Plexiglass/barriers installed at circulation desk and between all staff workstations. Those who do similar work should not overlap in the building, in case one gets sick (e.g. Tech Services and Assistant Director who can also do Tech Services.) Some staff work weekend hours to promote social distancing and all staff continue to work some or all hours at home.

No patrons allowed in Library.

Collect contact tracing information for any non-staff person entering building as required. Director keeps this information secure and shreds after 30 days.

Continue online programming and other virtual services. No collection circulation, including accepting returns at this stage.

Restore library systems and office work routines as much as possible:

Carry out administrative tasks (fiscal, personnel, handling mail, statistical, submit ordering, cataloging, etc.), and clear backlogged collection tasks. Remove out of office messages on telephone and email. Answer phones during established hours. Restart newspaper, mail and Fedex/UPS courier deliveries.

Continue sanitizing practices according to established procedures and schedule.

Stage 2 Limited Services - No-Contact Circulation & Outreach

Staffing and operating schedule continue as in stage 1. All staff wear cloth masks when in building, unless eating or drinking, or behind a closed door.

No patrons allowed in Library.

Collect contact tracing information for any non-staff person entering building as required. Director keeps this information secure and shreds after 30 days.

Some public services restored outside of building: "No contact" porch pickup resumes. Evaluate whether Drop boxes may be re-opened and re-open in stages. Sanitize/quarantine materials returned if necessary, following best current guidelines by VTLIB, ALA, and IMLS.

Evaluate using the Bookmobile for outreach and delivery/drop off of library material to patrons and/or senior facility and daycare centers. Resume requested homebound patron deliveries with drop-off only to an exterior door using all sanitizing precautions.

Restore Koha ILS settings as appropriate: date dues and circulation rules, auto-renewal, calendar, holds and notices.

Continue online programming and other virtual services.

Continue sanitizing practices according to established procedures and schedule.

Stage 3 Open by Appointment

Limited staffing continues initially, with all staff returning to work on-site gradually as conditions permit.

All staff wear cloth masks when in building, unless eating or drinking, or behind a closed door.

Plexiglass/barriers remain in place at circulation desk and between staff workstations. Set up self-checkout station in lobby to ensure safety of staff checking out materials. All checkouts are at main circulation desk or using self-checkout.

Some public services restored, starting with limited hours and gradually increasing. Library open to the public for browsing and computer use by appointment with extra precautions. Computer use will be scheduled with priority for important tasks such as filing for unemployment, work-related use, job searching, and homework, allowing for adequate time to wipe down computers between patrons. Encourage patrons not to handle materials they are not checking out and not to linger.

Institute social distancing accommodations, require that patrons sanitize hands and that they wear a cloth mask before entering, as long as CDC and State guidelines for face coverings are in place. Move public seating and computers 6 feet apart and limit the number of people in the building at a time. Provide cleansing wipes at public computers, and have hand sanitizer available throughout the building.

Continue “no-contact” porch pickup for patrons not comfortable coming in to the library.

Continue online programming and other virtual services. Allow internal library meetings in meeting rooms with appropriate social distancing if State guidelines allow.

Provide Outdoor programming and Outreach services following State guidelines for number of attendees, social distancing, contact tracing and mask requirements.

Collect contact tracing information for any non-staff person entering building as required. Director keeps this information secure and shreds after 30 days.

Continue sanitizing practices according to established procedures and schedule.

Assess need to quarantine books.

Stage 4: Transition to Normal Operations

All staff work on-site with a gradual return to full hours as conditions permit.

Staff wear cloth masks when in building, unless eating or drinking, or behind a closed door.

Plexiglass/barriers remain in place at circulation desk and between staff workstations.

Public allowed in to browse or use computers with masking, social distancing and occupancy limits determined to meet State guidelines.

Porch pick-up transitions to normal hold reserve system. Patrons are allowed to enter to pick up holds within the limits of the occupancy and social distancing limits in place.

Provide indoor and outdoor programming following State guidelines for number of attendees, social distancing, contact tracing and mask requirements.

Stage 5: Normal Operations

Library open to the public for business as usual. All library services and programming for the general public are provided following normal scheduled hours. Volunteers are invited back to the library for their regular shifts.

Continue sanitizing practices according to established procedures and schedule.