

## Phased Plan for Reopening

Updated and Revised: April 28, 2021

Revisions Adopted by the Board: June 8, 2021

On March 17, 2020 the Dickinson County Library moved to a curbside service model after an EO from the Governor closed libraries to the public. On March 23, 2020 the library closed in compliance with the Governor's Stay Home, Stay Safe EO. On June 8, 2020 library staff was permitted to return to the building and on June 15, 2020 the library began offering curbside services in Phase 1 of our reopening plan. In late June the library moved to Phase 4, including additional services by appointment, where we remained throughout 2020. On March 1, 2021, all three branches began offering appointments for browsing. On May 17<sup>th</sup>, the Main and Solomonson Branches reopened to the public in Phase 5 of this plan. The North Dickinson Branch reopened on June 1<sup>st</sup>.

It is my hope that we will not need to return to an early phase of our plan now that we have moved to Phase 5. However, due to the uncertainty in the ongoing pandemic, this document will continue to include details from previous phases.

During all phases, staff are encouraged to follow CDC guidelines, to wash their hands often with soap, and not to touch their faces. This virus is not likely to re-aerosolize (return to the air) once it is on a surface. This means we are able to protect ourselves by washing our hands and not touching our eyes, nose or mouth. This would include while handling returned library materials.

All staff will be required to wear a mask and/or a face shield while in shared spaces until all staff are exempt from this requirement by MiOSHA and MDHHS guidelines. Staff are also encouraged to always maintain at least 6 feet of distance between themselves and patrons.

### Phase 5

Main and Solomonson Branches – May 17<sup>th</sup> weekly average daily growth rate of cases must remain at or below .7% and active cases on the previous Friday must remain at or below 18%

Date For ND – ~~TBD~~ June 1<sup>st</sup>

During Phase 5, the library will be open to the public without an appointment; operating hours may be reduced to accommodate staffing needs. Staff who can work remotely will continue to have at-home hours through June 11, 2021, beginning June 14<sup>th</sup>, the remote work procedure will apply to anyone requesting at-home hours. Any limitations in federal, state, and local orders or mandates providing guidance to libraries, such as changes in mask mandates, occupancy, social distancing requirements, or signage will be reviewed, enforced, and posted as needed. If necessary, a staff member will be assigned to keep track of library occupancy and a waiting queue will be established. Meetings may continue with reservations and with occupancy limits, based on MDHHS guidance or limited to provide area to social distance. The Multipurpose Room will need to be used for safe staff workspace until MDHHS and MiOSHA rules no longer require face coverings for any employees or patrons. The small meeting room may be opened to individuals. The Local History Room may be used by patrons or groups of six (6) or less to allow for social distancing. Returned materials will no longer be quarantined and the Children's Room at Main will reopen on June 14<sup>th</sup>. Meeting rooms will continue to be cleaned after each use. During Phase 5 the Library Board may return to in-person board meetings open to the public as long as public participation can be accommodated and remain compliant with all federal, state, and local orders or mandates. Patrons will be required to wear a mask unless they meet an exception as noted in the most current MDHHS

rules. Signage will be posted stating that masks are required with the applicable exceptions listed. Patrons will be asked to limit visits to a reasonable amount of time and to avoid handling items they are not checking out. Curbside accommodations for patrons uncomfortable entering the library will be offered to the greatest extent possible. Library programming may begin to return to some in-person offerings, assuming it can be done in compliance with federal, state, and local mandates and orders and within limitations outlined by this plan. It is recommended in-person programming this summer be hosted outside.

The metrics used to determine when the Library can move to Phase 5 will continue to be monitored weekly. A decision of whether the library will be open (Phase 5) or by appointment only (Phase 4) for the following week will be made, based on the above conditions, Friday afternoon/evening. We apologize in advance for inconveniences to patrons, but appreciate their understanding as we attempt to keep our community and staff safe during any unexpected outbreaks of COVID-19 in Dickinson County.

Hours through September 6, 2021: Main Mon-Fri 10-6, Sat 10-1  
Solomonson: Mon-Fri 10-6, Sat 10-1  
ND Hours through May 27, 2021: Mon, Tues, Thur 10-3:30; Hours June 1-Sept. 2, 2021: Mon, Tues, Thur 10-3

Hours beginning September 7, 2021: Main Mon-Thurs 9-8:30, Fri 9-6:30, Saturday 9-3:30, Sunday 1-4:30;  
Solomonson: Mon-Fri 9-6:30, Sat 9-1; ND TBD based on the school's policies.

#### Phase 6 – TBD

Phase 6 is essentially a return to services as they were before COVID-19. It is the removal of requests for masks, the need for social distancing, and a concern for occupancy limitations. We would remain in Phase 6 until there is no longer an anticipated risk of reoccurrence with the potential to move back to Phases 1-5. Staff would return to desk spaces, meeting rooms would return to normal occupancy and library programming would not be restricted. Cleaning schedules may be relaxed to daily or weekly in some areas.

Should we see an increase in COVID-19 positive cases in Dickinson County during any phase, the Board may choose to return to a more protective phase of the reopening plan to maintain the health and safety of our staff and patrons. The Board may also approve a move to a more protective phase at the request of the Director to safeguard the health of staff and the community due to noncompliance with posted signage, library policies, and federal, state, or local mandates and orders.

Previous Phases for Reference:

#### Phase 1 (Phase 1 of the MI Safe Start Plan as permitted) - June 8-14, 2020

Staff return to the building in small groups for approximately 50% of their normally scheduled hours while working an additional 20% of hours from home. Staff will be paid for 70% of normally scheduled hours while participating in the Work-Share Plan. Additional income will be 30% of qualified unemployment and the federal pandemic stipend. A schedule will be shared with staff no later than Thursday of the preceding week. This reduced schedule will allow staff to return to the library buildings and work on projects while keeping the number of staff in the building at any time low. During this time staff will be expected to follow all federal, state, and local guidelines and to wear masks if they can be medically tolerated when working in shared spaces such as the circulation desk. Staff in their own office or workspace may work without a mask if they choose. At this time staff spaces will remain as they are, but staff with a public facing desk may be moved before reopening to the public. Staff will be expected to observe a minimum 6 foot social distance and to work independently at this time.

During this time, cleaning of the Main Branch will happen each morning and the Solomonson Branch twice per week. Only one staff member will be at ND, as permitted by the school, so the cleaning will be handled by that staff member. At this time we are allowed to have staff in the ND Branch on Monday-Thursday until 3 PM; in shared spaces such as the hallways and restrooms, all adults at ND are required to wear a mask and absolutely no students are allowed in the building. Staff at the Solomonson Branch will work alone, but are asked to wear masks if they can be medically tolerated when working at the circulation desk. All staff will be asked to wipe down any hard surfaces before and after use. Staff may be assigned a work station and phone to be used during their shift and sharing of these items within a shift will be discouraged. Shared cups of pens and supplies will be removed and staff will be asked to use a single pen and to wipe down any shared supplies they use. Specific procedures for safe use and cleaning at each branch and work station will be provided.

During Phase 1 staff will also receive training covering the Library's COVID-19 Preparedness and Response Plan, daily self-screenings, workplace infection control, the proper use of PPE, steps to notify administration of symptoms or possible exposure to COVID-19, and avenues for reporting unsafe work conditions. Individuals, who will be present anytime staff are in the building to implement, monitor and report on the plan, will be identified and provided with a review of responsibilities.

Staff in the building during Phase 1 will prepare for Phase 2, answer the phones, begin placing holds for patrons, answer questions, and/or provide reference assistance virtually or over the phone. Virtual programming will continue, but may be limited during this phase as we adjust to new responsibilities and procedures. Staff will also adjust workspaces to provide appropriate social distancing review protocols for cleaning all areas. The breakroom at the Main Branch will not be used for shared meals or breaks during Phase 1, staff are encouraged to take their break outside or at their workspace to avoid congregating in small spaces.

As before, no staff member should come to work if they are feeling sick. Staff with a fever, cough, or other symptoms of the virus should self-quarantine and seek testing.

#### Phase 2 (or Phases 2-3 of the MI Safe Start plan as permitted) - June 15-28, 2020

The largest change from Phase 1 to Phase 2 is the beginning of curbside services. Staff will work in small groups on a limited schedule to keep our numbers in the building low. We will ideally start with pick up slots Mon-Fri between 10-1 and 3-6 at the Main; Tuesday, Wednesday and Friday at the Solomonson Branch; and 11-2 at the ND Branch on Monday, Tuesday, and Thursday. We are planning to use the window at ND for pick-up of materials to reduce the amount of time library staff spend in the hallway of the school. All staff will be asked to continue the practices in Phase 1, using a dedicated work station, and cleaning all work areas and supplies. Virtual programming will continue during Phase 2 and staff will attend any applicable committee meetings via Zoom, even when in the building.

Specific procedures for curbside services will be provided and will include how to provide items to patrons while maintaining a safe social distance. Curbside services may include, by appointment, material pick-up, copies (\$0.10 per page), faxing (\$1 per page) (at the Main Branch), printing (\$0.10 per page) for items sent electronically or on a flashdrive, reference assistance by phone or email with printed information provided for pick-up (no charge for up to 10 pages on COVID information/\$0.10 per page), free in-county microfilm research (up to 15 minutes) with curbside pick-up of prints (\$0.25 per page). All staff will wear a mask when providing curbside services. Each staff member will handle all physical items for a patron on their own (pulling items, checking items out, bagging items for pick up) and will keep track of which patrons they have provided items for. This tracking is internal and records will only be kept for 21 days. One or more staff members per shift will carry

items outside the library (or place through the window at ND) and place them on the tables for patron pick up; gloves may be worn for this activity.

While the concern for an appropriate supply of disinfectant to safely handle returns continues, I believe we can safely handle returns at all branches during Phase 2. We are considering using the book returns or having a cart (or bin) outside on which patrons can place their own returns. This cart (or bin) can be wheeled inside and pushed into an area for 72 hours before staff handle the items. All returns will be cleaned following CDC guidelines before returning to the shelf. This means that all plastic, laminated, taped, or solid surfaces must be wiped down. For every 100 items returned that is about an extra 1-2 hours of staff time. All due dates will be extended until at least 7 days beyond when we begin curbside pick-up and bills will not be created during the 90 days after we resume curbside services. We may need to be flexible with patrons who have an item that goes missing during this time as we are asking them to keep track of items they checked out 4 or more months ago.

#### Phase 3 (or Phases 2-3 of the MI Safe Start plan as permitted) - June 29 - July 12, 2020

During the time we participate in the Work-Share program we cannot schedule staff for more than 70% of normally scheduled hours per week. During Phase 3, the library would continue all services in Phase 2 and add library use by appointment for computer access, new card registration/temporary virtual card updates, privilege renewal (non-residents), and bill paying. Patrons wishing to access the library for one of these services would set up an appointment during the same times we are offering curbside services. They would be expected to wear a mask, follow all social distancing guidelines, use hand sanitizer before using any library equipment, and comply with all appropriate federal, state, and local guidelines. We may need to move branches into different phases at different times based on many factors, but at this time we have permission from the school to allow patrons of all ages to make appointments to use the computers at the North Dickinson Branch. Library programming would continue to be done virtually.

It is anticipated that many patrons will need to access the computers at the library and we hope to be able to accommodate this community need as soon as we can do so safely. Appointments will not be restricted to card holders or withheld without justifiable cause but will be limited in availability each week and a per patron limit may apply as needed.

#### Phase 4 (Phase 4 of the MI Safe Start plan as permitted) – Main and Solomonson: July 13 - April 11<sup>th</sup>

##### July 13- TBD for ND

Phase 4 will be very similar to Phase 3 with additional services by appointment. This phase may follow quickly after Phase 3, or may be delayed as we process the patron experience in Phase 3. During Phase 4 patrons can make appointments to use library materials that cannot be provided curbside such as Local History or Reference materials, personal use of the copy machine for documents they do not wish to have staff copy, personal use of the microfilm viewer, or limited appointments to identify needed materials. Meetings by appointment, such as AARP tax aide, may be permitted following reduced room occupancy limits: three or fewer individuals in the Local History Room or as limited by MDHHS orders. These appointments would continue to be during the times available in Phase 3, or expanded as appropriate following termination of the work-share program. Library programming would continue to be done virtually.

After entering Phase 4, an expansion of services to include appointments to view newspapers and other limited services may be added if we are unable to move swiftly to Phase 5.