

COVID-19 Pandemic Reopening Plan

OVERVIEW

OVERVIEW The Director will reopen the library building and services with approval from the Library Board of Trustees and local authorities, and also in response to recommendations and directives from the CDC, WHO, federal, state and local government agencies.

The plan is to reopen the library building and reintroduce library services over five stages.

Stages to Re-engaging Library Operations

1. Digital Services and preparation of Library building
2. Limited circulation of physical materials
3. Opening of service areas with modifications
4. Introduction of browsing, small programs and activities
5. Full service operations

Order of Re-establishing Core Library Services

1. Digital access to materials and Parking Lot Wi-Fi (Digital only)
2. Virtual library services (Phone, email, chat, online programs) (Digital only)
3. Circulation of Held Materials & Curbside of CAPLD owned items (Curbside Service)
4. In-person Front Desk Assistance & Access to Computers/Internet (Lobby & Lab)
5. Full Collection Browsing, no long term visiting (Reopening with Restrictions)
6. Study Rooms / 1-1s (Easing of Restrictions)
7. Small Programs, Meeting Room Use, Outreach (Easing of Restrictions)
8. Donations and volunteers in café/bookstore (Easing of Restrictions)
9. Large Programs, Meeting Room Use (Removal of Restrictions)

STAGE 1: DIGITAL SERVICES AND LIBRARY BUILDING PREPARATION

Digital Library and Programming Stage: March 16th – May 18th 2020

Conditions

The stay-at-home order is still in place by state and local authorities. 'Non-essential' businesses are not allowed to return to work. May coincide with *Phase 2* of [Restore Illinois: A Public Health Approach to Safely Reopen Our State](#).

Operational Goals

Goals for this stage include preparing the building for occupancy.

- Preparing facility and computers for staff and eventual patron use
 - Physical workspace adjustments to create social distancing
- Staff training on wearing PPE and workplace safety

Library Services Provided

- 1. Digital access to materials and Parking Lot Wi-Fi**
- 2. Virtual library services (Phone, email, chat, online programs)**

Considerations

The availability of safety/protective supplies that coincide with the current health recommendations. Very limited staff consisting of mostly the administration. Most staff would continue to work remotely.

STAGE 2: LIMITED CIRCULATION OF PHYSICAL MATERIALS

Curbside Stage: May 19th – June 27th, 2020

Conditions

Physical distancing and gathering limits continue to be recommended. The building has been prepared and made safe for additional staff to work. This stage may coincide with *Phase 3* of [Restore Illinois: A Public Health Approach to Safely Reopen Our State](#).

- Physical distancing and gathering limits recommended to 10 or fewer.
- There has been a sustained reduction in new COVID 19 cases within the community for at least 14 days.
- The area healthcare system has the capacity to withstand a moderate outbreak.
- Community members have access to sufficient and efficient testing and public health officials are able to trace COVID 19 contacts.

Operational Goals

Goals for this stage include circulating physical materials (i.e. via curbside pick-up) with strong limits on staff contact and safety protocols observed. No public access to the building. Staff would be transitioned from remote to onsite work schedules and duties as health guidelines allow. Staff would be encouraged to work remotely when possible.

Library Services Provided

- 1. Digital access to materials and Parking Lot Wi-Fi**
- 2. Virtual library services (Phone, email, chat, online programs)**
- 3. Curbside circulation**

Considerations

The availability of safety/protective supplies that coincide with the current health recommendations. That the library has enough staff to operate. Reduced operational hours and work shifts to allow for staff social distancing; as well as shelving and sanitizing of collection and building. Limited staff would be transitioned from remote to onsite work schedules and duties as health guidelines allow. Staff would follow current guidelines for quarantine/sanitization of returned materials. Most staff would continue to work remotely.

STAGE 3: PUBLIC SERVICES AREAS OPEN / MODIFIED

Lobby and Lab Phase: June 29th - TBD

Conditions

Physical distancing and gathering limits continue to be recommended and dictate the level of service that can be provided. May coincide with *Phase 4* of [Restore Illinois: A Public Health Approach to Safely Reopen Our State.](#)

- Physical distancing and gathering limits recommended to 50 or fewer.
- There has been a sustained reduction in new COVID 19 cases within the community for 28 days.
- Schools and other large venues are allowed to reopen

Operational Goals

Goals for this stage include softly opening the library to the public, with access to the front circulation desk and a computer lab in our conference room.

Library Services Provided

1. Digital access to materials and Parking Lot Wi-Fi
2. Virtual library services (Phone, email, chat, online programs)
3. Circulation of Held Materials
4. **In-person Assistance**
5. **Access to Computers/Internet**

Considerations

The availability of safety/protective supplies that coincide with the current health recommendations. Additional PPE for staff, and possibly the public, would be necessary. Additional disinfection of shared items (printers, copiers, keyboards, etc.) would be necessary in staff and public areas. Staff would follow current guidelines for quarantine/sanitization of returned materials. Reduced public building hours to allow for shelving, cleaning, and sanitation of collection and building. Service points may be modified to include reduced staffing, signage and/or alternative protocols to encourage appropriate social distancing.

STAGE 4: INTRODUCTION OF THE COLLECTION, THEN SMALL PROGRAMS & ACTIVITIES

TBD

Conditions

Physical distancing and gathering limits continue to be recommended and dictate the level of service that can be provided. May coincide with *Phase 4* of [Restore Illinois: A Public Health Approach to Safely Reopen Our State.](#)

- There has been a sustained reduction in new COVID 19 cases within the community for at least 28- 42 days.

- Unrestricted staffing of worksites.

Operational Goals

Goals for this stage include previous services in addition to reintroduction of toys or hands-on crafts/activities and use of volunteers. Start with reduced hours: M-Tr: 10:00-7:00, Fri: 10:00-5:00, S: 10:00-2:00 then gradually move to normal operating hours. Additional services would be added as cases continue to reduce or remain flat.

Library Services Provided: Stage 4 part 1

1. Digital access to materials and Parking Lot Wi-Fi
2. Virtual library services (Phone, email, chat, online programs)
3. Circulation of Held Materials
4. In-person Assistance
5. Access to Computers/Internet
6. **Full Collection Browsing**

Library Services Provided: Stage 4 part 2

1. Digital access to materials and Parking Lot Wi-Fi
2. Virtual library services (Phone, email, chat, online programs)
3. Circulation of Held Materials
4. In-person Assistance
5. Access to Computers/Internet
6. Full Collection Browsing
7. **Study Rooms / 1-1s**

Library Services Provided: Stage 4 part 3

1. Digital access to materials and Parking Lot Wi-Fi
2. Virtual library services (Phone, email, chat, online programs)
3. Circulation of Held Materials
4. In-person Assistance
5. Access to Computers/Internet
6. Full Collection Browsing
7. Study Rooms / 1-1s
8. **Small Programs, Meeting Room Use, Outreach**
9. **Donations and volunteers in café/bookstore**

Considerations

Furniture layouts and service point protocols may be adjusted based on current social distance/gathering guidelines. If materials are being quarantined in the large meeting room, we will not be able to host onsite programs. Additional building sanitation may be necessary. Most staff will be working on site.

STAGE 5: FULL SERVICE

TBD

Conditions

Physical distancing and gathering limits are no longer recommended. May coincide with *Phase 5* of [Restore Illinois: A Public Health Approach to Safely Reopen Our State](#) .

- Vaccine, effective and widely available treatment, or the elimination of new cases over a sustained period of time through herd immunity or other factors.

Operational Goals

Goals for this stage include previous services in addition to reintroduction of large programs and meetings room rentals.

Library Services Provided

1. Digital access to materials and Parking Lot Wi-Fi
2. Virtual library services (Phone, email, chat, online programs)
3. Circulation of Held Materials
4. In-person Assistance
5. Access to Computers/Internet
6. Full Collection Browsing
7. Study Rooms / 1-1s
8. Small Programs, Meeting Room Use, Outreach: Small
9. Donations and volunteers in café/bookstore
10. **Large Programs, Meeting Room Use Large**

Considerations

Furniture layouts and service point protocols may be adjusted to normal operational levels. It should no longer be necessary to quarantine materials at this point, the full use of the meeting rooms should be available. All staff would be able to work onsite.