

# Pandemic Reopening Plan (DRAFT)

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## OVERVIEW

The Director will reopen the library buildings and services while in communication with 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 buildings and reintroduce library services over five stages.

### Stages to Re-engaging Library Operations

1. Preparation of the building and collections
2. Limited circulation of physical materials
3. Opening of Public Services areas with modifications
4. Introduction of small programs and activities
5. Full service operations

Details on the re-establishment of core library services will be developed by the Management Team, and will be adjusted as more information and authoritative guidance becomes available.

### Order of Re-establishing Core Library Services

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. Programs, Meeting Room Use, Outreach: Small
9. Programs, Meeting Room Use Large

## STAGE 1: PREPARATION OF THE BUILDING AND COLLECTION

### Conditions

The stay-at-home order is lifted by state and local authorities. 'Non-essential' businesses are allowed to return to work. 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.

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- Community members have access to efficient testing and public health officials are able to trace COVID 19 contacts.

## 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
- Receiving and processing deliveries of new materials
- Staff training on hazardous material handling 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 would be transitioned from remote to onsite work schedules as priority of duties and health guidelines allow. Most staff would continue to work remotely.

## STAGE 2: LIMITED CIRCULATION OF PHYSICAL MATERIALS

### 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 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 delivery, curbside pick-up, lockers, or some other means) with strong limits on staff contact and safety protocols observed. No public access to the building.

### 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

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## 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

### 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 opening the library to the public, with seating and computer layouts modified to comply with social distancing and gathering guidelines. Outreach and in-person Senior and Homebound Services would be evaluated on a case by case basis and may resume when appropriate. Metered access to the building to comply with guidelines.

### 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

### 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

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protocols to encourage appropriate social distancing. Possible self serve check-out only, and special hours for elderly or vulnerable people. 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.

## STAGE 4: INTRODUCTION OF SMALL PROGRAMS & ACTIVITIES

### 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 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. Return to normal operating hours. There would be limited onsite programs in this phase, and no meeting 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. Programs, Meeting Room Use, Outreach: Small

### 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.

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## STAGE 5: FULL SERVICE

### 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. Programs, Meeting Room Use, Outreach: Small
9. 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 meeting rooms should be available. All staff would be able to work onsite.

*May 11, 2020*