

- i. Phase I: Library Closed. Staff work from home while threat is assessed. Director visits site daily to take care of necessities. (March 16-21)
- ii. Phase II: Library closed to the public. Curbside services resume with a limited schedule. Staff work on site (with exception of those with immune suppression) in two alternating teams. Programs are moved online and staff assist patrons remotely. Returns of materials are no longer accepted until further notice. (March 23-June 13 / November 19-February 2 with all staff on site for regular hours)
- iii. Phase II: Returns accepted. (May 19-present)
- iv. Phase IV: Library open for services on main floor only with a limited schedule. Ten people at a time will be allowed in, and will be asked to wear masks and practice social distancing. Some furnishings and computers will have been removed to make this possible. We ask that children be accompanied by a parent or guardian. Library visits and computer time will be limited to 30 minutes per person. Restrooms and meeting rooms will not be available. (June 15-November 18)
  - 1. Board approved phase IV.a with the following revisions (August, 2020):
    - a. Library visits and computer time limited to 60 minutes per person per day
    - b. The Group Study Room can be opened during regular library hours for up to two people at a time, following all other guidelines of the current phase.
      - i. (IV.a has been observed again Feb. 3 – May 4)
- v. Phase V: **May 4:** Library open for services on both floors, with limitations. Fifteen patrons will be allowed in the building at any given time, and will be asked to wear masks and practice social distancing. We ask that children be accompanied by a parent or guardian. Library visits and computer time will be limited to 60 minutes per person. Restrooms and lower level meeting rooms will not be available.
  - a. **May 4:** The children's department would be open from 1:00pm to closing time each weekday, and would also be open Saturdays. This is subject to the availability of sufficient staff.
  - b. **As of May 24:**
    - i. Patrons allowed on both floors all hours of operation with no overall capacity limit
    - ii. Masks, hand sanitizer, and social distancing recommended
    - iii. Computer time remains limited to 60 minutes per person per day, as these are still set at a 6' distance
    - iv. Restrooms re-open
  - c. **As of June 1**
    - i. Expanded hours resume:
      - 1. Mondays 9:30-6
      - 2. Tuesdays 9:30-6
      - 3. Wednesdays 9:30-6
      - 4. Thursdays 9:30-8

5. Fridays 9:30-5
  6. Saturdays 9:30-1
  - ii. June 1<sup>st</sup> the Community Room opens with a limited capacity (TBD)
  - iii. Hybrid (online / in-person) programming and meetings can be offered in some instances
- vi. Phase VI: Library is fully open to the public. Masks and social distancing no longer required. All computers, meeting rooms, restrooms, and services restored.
1. ***Any of these phases can be reversed at any time due to a spike in local virus activity, inability to attain adequate supplies, lack of public compliance with safety procedures, or lack of available staff.***

**Other considerations (related to closing the library) for internal use:**

- The city's policy states that a person should not enter a city facility if they have
  - "Been around someone who has been diagnosed with COVID-19 or tested positive for COVID-19. This includes living in the same household or spending time within six (6) feet of someone who has been diagnosed with COVID-19 or tested positive for COVID-19."
- As a staff, we recognize that we are all risking some exposure being open, and that we have varying levels of exposure due to second jobs, our family members and their jobs, and those with children are going to be exposed when the school is back in session. Our recommendation is as follows:
  - Close the library if a member of the staff tests positive
    - Start with a two-week closure to see if anyone else gets sick. If we reach the end of that time with no problems, we open up again. If needed, this time can be extended until we have enough healthy staff members to be open again.
      - Allow healthy staff members to work from home during this closure, though no drop box or on-site services will be provided.
  - Quarantine only the affected individuals if a member of their household or someone they come in close contact with tests positive. Continue to be open as long as we have enough healthy staff members available to do so.