**Pandemic Emergency *Operations* Plan PAGE 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Services & Operations | **Stage 1**  Closed to the Public | **Stage 2**  Closed with Limited Services | **Stage 3**  Open with Limited Services | **Stage 41**  Full Services |
| **Circulation** | **Ebooks Only** | **Ebooks &**  **Curbside Pickup** | **Curbside & In-Person**  (10 Occupancy) | **In-Person**  (20+ Occupancy) |
| **Computers2** | **No Services** | **No Services** | **In-Person by Appointment**  (45 Min Limit) | **Walk-Ins Welcome**  (No Time Restriction) |
| **Printing** | **No Services** | **Curbside Pickup** | **In-Person by Appointment**  **& Curbside** | **In-Person** |
| **Programs** | **Virtual Only** | **Virtual Only** | **Virtual & Curbside**  (Less than 10 Occupancy) | **In-Person**  (11+ Occupancy) |
| **Reference Services** | **Phone,Email & Mail** | **Phone, Email & Mail** | **Quick Reference** | **Full Reference** |
| **Toys,Puzzles, & Play** | **Not Available** | **Not Available** | **Not Available** | **Available** |
| **Leisure Reading** | **Not Available** | **Not Available** | **Not Available** | **Available** |
| **Bathrooms4** | **Staff Only** | **Staff Only** | **Staff Only** | **Open to Public** |

**Pandemic Emergency *Procedures* Plan PAGE 2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Services & Operations | **Stage 1**  Closed to the Public | **Stage 2**  Closed with Limited Services | **Stage 3**  Open with Limited Services | **Stage 41**  Full Services  (Cautionary Procedures) |
| **Circulation** | No Circulation  Renewals Only  Gloves for Returns | Circulation Upon Request  Gloves Required  (See Detailed Circulation Procedures for Glove Use) | Masks Required At All Times for both Staff and Patrons, +Gloves for Staff  (Continue Circ. Procedures) | Masks Recommended  Gloves Optional  Wash Hands Frequently |
| **Computers2** | No Services | No Services | Limit to 2 Computers  1 Upstairs, 1 Downstairs  Other Computers Bagged to Restrict Use.  Wipe Down Between Use | Limit to 5 Computers  Social Distance, 1 Per Wall  One on One Assistance  (Mask Required for Assistance)  Wipe Down Each Day |
| **Printing** | No Services | Email Document to Director for  Curbside Pickup | Curbside & In Person  NoOne on One Assistance | One on One Assistance  Mask Required for 1 on 1 |
| **Programs** | Story Hour (Weekly)  Podcast (Monthly) | Story Hour (Weekly)  Podcast (Monthly) | Story Hour & Podcast  Craft Packets (By Request)  Possibly Book Club3 | Regular Programs  Masks Required!  Open Chair Between Participants when possible |
| **Reference Services** | Phone, Email and Mail | Phone, Email and Mail | Phone, Email, Mail, and  Readers Advisory | Full Services  Masks Recommended |
| **Toys,Puzzles, & Play** | Closed to Public | Closed to Public | Stuffed Animals Bagged  Puzzles in Storage  Play Time Not Encouraged | Stuffed Animals Bagged  Puzzles in Storage  Play Time Not Encouraged |
| **Leisure Reading** | Closed to Public | Closed to Public | Closed to Public | Mask Recommended |
| **Bathrooms4** | Closed to Public | Closed to Public | Wipe Counters, Door & Faucet Knobs  Once Per Shift2 | Wipe Down Counters, Door Knobs and Faucet Knobs  Once a Day2 |

**Addendum**

1. **Masks Only Required When Social Distancing is NOT Possible in Stage 4**

(For Example: Social Distancing is not possible with one-on-one computer assistance, possibly circulation, or programs due to lack of space to implement social distancing or the nature of the service).

2. **Computers will only be available supplies permitting**

(Clorox Wipes Must Be Available for decontamination. If Not, the computers will be temporarily closed to the public)

3. **Book Club is dependent on ILL** (Interlibrary Loan Delivery)

(Book Club’s average attendance is only 7 members, and is permitted under the executive order. Most likely Book Club will not begin until the end of Stage 3 or beginning of Stage 4, due to the amount of time it will take for ILL to return to routine procedures)

4. **In Addition, Bathrooms are “deep cleaned” once a week by cleaning staff.**

5. IMPORTANT! For the purposes of this plan, **“Stage 4, Full Services” is considered to take place *DURING*  the pandemic**, and uses cautionary procedures to prevent a resurgence of any virus or contagion in the community.When the pandemic status has been officially lifted by the CDC or government officials, masks and social distancing will no longer be required or recommended and this plan will become null and void for the time being.

**IHLS Members and Librarian Colleagues**

This is my 1st draft. It has not yet been reviewed by my staff or board yet

(but I did get a lot of board opinions at our last board meeting before drafting).

**Question for Staff**

-Should we only have 1 computer open to use lab for storage (chairs, tables, toys, puzzles, etc.)

-Or should we have 2 open.... 1 genealogy, 1 computer lab.

**Staff**

Other ideas, recommendations or changes to this plan? Don’t be afraid to speak up and give your opinion.

You might think of things that I didn’t!