**Stinson Memorial Public Library District**

**Phased Reopening of Main Building**

**Phase 1 – Ready the staff and library facility:**

In coordination with the Governor’s state mandates, our area health department, board of trustees and library director we will determine when it is safe to have staff return and begin readying facilities for onsite services to the public. This phase will last approximately one to two weeks. In order to begin this phase, we must have enough protective supplies such as; masks, gloves, hand sanitizer, disinfectant sprays and wipes in place for use by all staff preparing the facilities for public services.

1. Staff returns:

* All staff will be trained on safety procedures; social distancing, wearing masks, protocol for handling library materials, sanitizing work spaces, hand washing, hand sanitizing, sanitizing heavily touched areas (hand rails, door knobs, key pad, etc.) and procedures for sanitizing equipment that might be shared (computer work stations and telephone).
* Emphasize to all staff to stay at home when ill or if exposed to someone who is ill.
* Allow staff with special health/family considerations to telework, if possible.
* Prepare for addressing the mental health needs of staff and patrons.
* Clarify job duties for altered services and shortened hours
* Establish shortened or designated library hours for Phase 2 activities. Establish specific times during these designated hours for vulnerable patron populations.
* Post specific reopening dates and service adaptations to social media and the library website.

1. Prepare facility:

* Clean frequently used surfaces and set up a schedule for this type of cleaning
* Maintain contact with IHLS to assure all settings for adapted library service are set up to begin such services
* Set up guidelines for curbside pick up of library materials, create any hard copy or digital forms needed to administer this service
* Set up guidelines for the return of library materials in the outside book drop only
* Get library in working order
* Set up circulation desk and other areas in the library to encourage social distancing:
* Patron spacing using tape on the floor for six-foot distancing
* Install plexiglass shields
* Determine where returned items are to be quarantined before cleaning
* Clear children’s area of toys, bean bags, puppets etc.
* Change furniture arrangement for no seating and cover computers for no use (these services will be added back in later phases) – Consider closing off all but the main circulation area for limited inside library service during Phase 3
* Determine what will be the one entry point into the facility and how to limit patron traffic once the library is able to open for limited occupancy
* Review 10-person maximum gathering with social distancing to determine how many patrons may enter for limited inside library service during Phase 3
* Prepare signage for limited services to begin in Phase 2 – Curbside pick up, all returns will be in the outside book drop, hours available and procedures for this service. Include hours for vulnerable populations
* Contact needed vendors to resume ordering/receiving materials

**Phase 2 – Limited public services restored**

Phase 2 has no time limit and will be based on recommendations from our public health department, the CDC (Centers for Disease Control and Prevention) and state mandates. This phase will continue as long as there is a limit of 10 people gathering at one time. In order to begin this phase, we must have enough protective supplies such as; masks, gloves, hand sanitizer, disinfectant sprays and wipes in place for use by all staff to perform limited library services to the public.

1. Begin to offer basic limited services

* Hours will be limited, but set to provide service to the majority of our patrons
* Specific times will be designated for vulnerable populations each day curbside pick-up is available
* Patrons may return items in the outside book drop only
* Call patrons with existing holds to arrange for those items to be picked up using curbside pick-up services using all social distancing and PPE safety measures
* Continue to offer reference services virtually, add a chat feature to the existing library website
* Begin to add reference service via phone during the hours the library is open for curbside pick-up services
* Begin to offer book requests both by phone and virtually through Facebook and the library online catalog (PAC)
* Continue to increase online programming, including the summer reading program
* Begin specific planning for future limited low contact library service inside the library building
* Provide guidance to patrons regarding social distancing when using curbside pick-up of library materials
* Follow strict cleaning and disinfecting guidelines

**Phase 3 – Library open to the public with very limited services and precautionary procedures in place**

Phase 3 has no time limit and may be where the library remains as long as the pandemic continues without adequate treatment and/or a vaccine. Phase 3 will not begin until the mandate limiting 10 people gathering in one place is lifted. In order to begin this phase, we must have enough protective supplies such as; masks, gloves, hand sanitizer, disinfectant sprays and wipes in place for use by all staff to ensure safety to themselves and patrons. We must have enough hand sanitizer for all patrons entering and exiting the building.

1. Begin limited service inside the main library building

* Begin to allow patrons back into the facility with social distancing protocol put in place
* Designate staff member(s) to allow patrons 1 in per 1 out after the building reaches capacity and to direct patrons returning materials to the outside book drop
* Provide detailed guidance to patrons regarding social distancing measures required to enter the library
* There will be very limited seating and computer use during this phase
* Patrons will be limited to 15-20 minutes in the library to select materials, make copies or fax items
* Two computers will be available for public use with a limit of 30 minutes of use made by appointment. Patrons needing longer for professional reasons such as filing unemployment, job searching or writing a resume may request a longer use period, again by appointment only
* Follow strict cleaning and disinfecting guidelines
* Continue to monitor CDC and other entities for updated guidelines
* Continue online programming and services
* The auditorium will remain closed to public meetings or gatherings
* In anticipation of potential future closures, update policies and procedures as needed

**Phase 4 – Library is open to the public; library programs resume inside the facility**

Phase 4 will begin when the pandemic has been declared over by state and national agencies and governments and/or a vaccine is available to all community members. In order to begin this phase, we must have enough protective supplies such as; hand sanitizer, disinfectant sprays and wipes in place for use by all staff preparing the facilities for public services to maintain an environment safe for both staff and patrons.

1. Library service will resume as it was prior to the pandemic, including regular library hours, in person programming, interlibrary loans, all public computers available for use, etc.

**During each phase of reopening Stinson Memorial Public Library District will maintain daily contact with the Illinois Heartland Library System (email, training or Directors Chats) for their continued guidance through this unprecedented time.**