**East Lansing Public Library Guidelines for Reopening after a Pandemic--Includes Appendices A and B**

These guidelines are an outline on phasing in the opening of the library after a closure due to a pandemic. They are not intended to answer all questions, but rather are meant to guide staff and to be a fluid, working document as information continues to develop. Some items in the various phases will overlap and may happen throughout all the phases—quarantining returns, collection development, online programming, preparing workspaces, reconfiguring public space, cleaning, etc. The weeks are very unknown.

Library services and workflow will change as we determine how to be public facing and serve the needs of the public. The staff composition and duties will change because workflow will be different. The reality is that we may not need the number of staff that we currently have or have them in the positions that they are currently working. Staff must be flexible and able to shift job tasks quickly. We will communicate guidelines and progress of the plan often to staff.

**Phase I: Week 1**

A minimum number of circulation and page staff with a supervisor(s) will report first to clean, disinfect then shelve items returned during the closure, once staff are able to return to working in the library. Staff who can work from home, until the library is fully open, will be encouraged to do so.

Additional hotspots will be purchased and laptops for checkout—ordered an additional 30 T-Mobile hotspots on April 15, 2020. The additional hotspots will be available for circulation before the public is allowed back into the library.

Returned items will be quarantined for the required amount of time recommended by reputable sources before being disinfected and shelved. Currently, the CDC guidelines say 24 hours; however, studies are being done by labs to determine how long the virus lives on library materials. Quarantine and disinfecting of materials will be done in all phases.

Changes in services will be communicated to the staff and community. Staff with be trained on new services.

Curbside service will be instituted and ready to roll out before the building is reopened to the public. Curbside delivery will be encouraged and launched as a service point to help with physical distancing. ELPL may use the front portion of the foyer between the two sets of automatic, sliding doors for this service before we fully reopen to the public or the staff area silver doors by the drive-up book return.

Collection development and selection will continue to shift to digital collections, and the budget will shift to further develop digital collections. (All phases.)

**Phase II: Week 2**

Library will be “readied” for full public reopening. Plexiglas shields will be in place at Service Desk and public computers –Library Design Associates has a design for these, but ELPL used a local sign company to make these for us (Foresight Supersign). Administrative staff will report to the library to set up signs, shields, gloves, masks, hand sanitizer stations and “holding room” (see below) prior to library being reopened to the public.

Service hours will be determined, and an optimum amount of staff will be scheduled. Staff hours may be reduced or changed depending on service hours and need. Public hours may be phased in over a few weeks (i.e. open later and close earlier.)

Materials by mail will be expanded to patrons who want to use this service, again this allows for physical distancing to continue while providing library materials to patrons. We may partner with Michigan State University Libraries on this service since they already fully offer this service.

Online library card application and issuing will continue, be encouraged, and the norm.

**Phase III: Week 3**

There may be limits on how many patrons will be allowed in the building at a time. We will follow the guidelines of the health department. We are investigating purchasing bookmark timers from Amazon to handout as patrons enter—patrons have 30-45 minutes to be in the library—when leave another patron can come in—keep optimum number of patrons in the building at a time.

Before the library opens to the public, good hygiene and physical distancing signs will be in place in the public areas and restrooms, these signs may include floor markers on where patrons should stand to wait for assistance at the Service Desk. The floor marker signs are available from First Impression Print and Marketing (www.fipprint.com.)

Both staff and public spaces will be reconfigured, as much as possible, to allow for physical distancing. Some public computers may need to be “out of service” to maintain social distancing. Again, Plexiglas shields may be placed around the computers.

A regimen for cleaning computers, monitors, mice after every use will be put in place, as other libraries instituted after the Swine Flu.

MeL starts back? Currently, MeL is scheduled to start on May 1, 2020; however, I do not see ELPL picking MeL back up until after the Stay Home, Stay Safe order is expired for at least 14 days.

A “holding room,” for a staff member or patron who exhibits symptoms of a coronavirus, will be designated where a staff member or a patron will remain until they can go home or safely leave. The room will be cordoned off for 24 hours, after someone has been placed in it. If we can we will open the windows. After the 24-hour period, the room will be professionally cleaned with soap and water then disinfected.

**Phase IV Week 4**

The library reopens to the public with controlled numbers per health and local government guidelines.

Areas of the building may be cordoned off when we first reopen—for example the small study rooms, the fireplace seating area. Stacks may be open to two people at a time. The Children’s Area may be limited to a few families at a time. Toys will be slowly reintroduced to the children’s area and only the play things that are easily disinfected. Regularly scheduled cleaning of toys and the Children’s Area will happen many times throughout the day.

The use of meeting rooms will not be permitted unless physical distancing can be guaranteed, and the number of meeting attendees is 10 or less. Once the meeting rooms fully reopen, we will follow the guidelines of allowable numbers of people in a gathering set by the Governor/health department.

Staff will encourage patrons to use self-checkout stations to check out most materials.

In person programming will not happen until physical distancing and the number of people who can gather together are relaxed. Programming will continue online including, but not limited to, Summer Reading Program, storytimes, teen programs, craft, job help tutorials and book discussions.

In-house assistance with public computers may be done by Zoom within the library. In addition, basic tip sheets for using the computers will be created and placed at the public computers.

**Phase V: Week 5**

Volunteers, which includes library volunteers, Peckham and Friends of the Library, will not be in the building until the library can reopen to the public. Physical distancing will be maintained when we reopen, therefore, we will restrict the number of volunteers in the staff area/nonpublic areas to one at any given time.

Library staff will not accept donations of materials for the Friends of the Library for two months after the library fully opens to the public. This will give staff time to become comfortable with the new services offered and to configure the staff area for curbside pickup.

Outside hold lockers will be purchased and installed. Possible companies include D-Tech, Bibliotheca, American Locker and Leid Products.

**Staff Hygiene and Safety**: **All Phases. Ongoing.**

Much of the cleaning guidelines and staff hygiene and safety guidelines came from a webinar conducted by the CDC. ([Mitigating COVID-19 When Managing Paper-Based, Circulating, and Other Types of Collections](https://youtu.be/iuuczmz4BR0).) There is a link to a list of EPA suggested disinfectants at cdc.gov.

Staff, maintenance workers, volunteers, etc. must complete the Workplace Health Screening Form, which is included below.

Staff need to have their temperature taken at the staff door, if touchless thermometers are provided by ELFD.

* If they have a temperature of 99 degrees or up, they need to go home. All staff, delivery service workers, repair/maintenance workers, volunteers will complete and sign a health sheet upon entering the building (attach sheet from COEL HR.)
* Staff will wear masks while working. Gloves will be encouraged, if changed often. We will follow guidelines of the health department on this.

Good hygiene signs will be posted in the staff areas

Staff and public areas will be thoroughly cleaned before the library re-opens

* Only staff (determined number pages, circulation staff and supervisors) needed to clean/disinfect returned materials, shelve materials will report the first few days.
* Public and staff areas will be cleaned routinely and often throughout the day with disinfectant.
* Restrooms both staff and public will be cleaned several times per day. We will work with the custodial services company to schedule more cleanings.

High-risk staff need to make the best and most responsible decision for themselves on whether they will return to work, and they need to share this decision with library administration as soon as possible.

**Resources to refer to:**

ala.org

cdc.gov

epa.gov

Here is a link to another reopening plan that is in phases from a Wyoming library that is more generic:

<https://linkprotect.cudasvc.com/url?a=https%3a%2f%2flibrary.wyo.gov%2fwp-content%2fuploads%2f2020%2f04%2fStaged-Reopening-Plan.pdf&c=E,1,BBNkC-lDA3dWz44jntIB-bYJlYTHbjOyTlTwk5l0iR-uea8Zbr5XHaWqzq5a8pdLPOPb2JV70YnJ5OKd7sEJk_bDdjp4TfvAphMkvoYLMi2F&typo=1>

**Appendix A**

**New Cleaning Guidelines from Pandemic Plan: Ongoing**

Cleaning Before the Library Opens for the Day:

Staff member #1

Wipe down with disinfectant wipes or cleaner:

Door handles

Tops/backs of plastic/wood chairs

Check-in station

Self-checks, clean and then clean screens with Windex

Cart/book truck handles

Any other areas you see fit to clean

Staff member #2 - Service Desk staff member

Wipe down with disinfectant wipes or cleaner:

Service desk surfaces

Computers

Monitors

Scanners

Mice

Copier/print station (public and staff)

Any other areas you see fit to clean

Staff member #3 - PIC

Wipe down with disinfectant wipes or cleaner:

Public computers, clean and then clean screens with Windex and clean mice with disinfectant

Catalog computers, clean and then clean screens with Windex

Maker Studio computers, clean and then clean screens with Windex

iPads, clean and then clean screens with Windex

Any other areas you see fit to clean

Cleaning After Opening the Library for the Day:

Service Desk staff members

Wipe down the desk and computers with disinfectant wipes or cleaner throughout the shift:--Computers—clean after every user—staff and public

Mice—clean after every user—staff and public

Cleaning regimen for public computers and mice will be instituted

Scanners

Copier

Door handles

Any other areas you see fit to clean

PIC - wipe down surfaces while patrolling

Appendix B

Coronavirus Disease (COVID-19) Workplace Health Screening

Company Name:

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Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_

Time In: \_\_\_\_\_\_\_

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| --- | --- | --- |
| **In the past 24 hours, have you experienced:** Subjective fever (felt feverish):  | Yes  | No  |
| New or worsening cough:  | Yes  | No  |
| Shortness of breath:  | Yes  | No  |
| Sore throat:  | Yes  | No  |
| Diarrhea:  | Yes  | No  |
| Current temperature:  |

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_