

## Roachdale Public Library – Back on Track Safe Environment Plan

The Roachdale Public Library will be re-opening in phases, with dates to be released as they approach. The building and staff may look a little different as we re-open. Please know that we are eager to serve the community in a way that will be safest for our library staff and our patrons.

\* Currently, our building remains closed to the public. Only employees will be in the building at this time.

\* Employees must stay at home if they are feeling ill or running a fever; they must be fever free without the use of fever reducers for at least 72 hours before returning to work.

**Enhanced Cleaning & Disinfecting:** During our building closure, the library has been deep cleaned including having all carpets cleaned. We have disinfected all tables, chairs, computers, fixtures, indoor railings, and doors handles. Returned items are quarantined for at least 3 days. After the initial quarantine period: Movie, CD, and audiobook cases, as well as the discs are disinfected according to CDC guidelines. Beginning May 12<sup>th</sup>, discs will be placed in a paper cover when checked out. Print materials (books, magazines, and newspapers) are currently quarantined at least an additional 2 days (5+ days total). CDC Guidelines on these additional measures will be reviewed throughout the health crisis & may change accordingly.

**Hand-washing & hygiene:** All employees practice frequent hand-washing, including being expected to wash hands when entering the building for their shift. Gloves are utilized when retrieving items from the drop box, and items are removed according to safe practices. Hand washing or hand sanitizer is used before & after completing tasks that require handling public materials (such as checking in books or re-shelving items).

**Social Distancing:** All employees are expected to practice social distancing according to CDC guidelines, remaining 6 feet apart. When possible, they will be working in different areas of the building. Masks are worn when handling public materials and preparing orders.

### Phased opening plans:

**Phase 1:** Closed to the public under the Governor's Stay-at-Home Order

**Phase 2:** Curbside services begin, building remains closed to the public.

**Phase 3:** Curbside services continue; limited public computer access & document faxing services by appointment only for business, education, or financial needs (i.e. applying for unemployment, SNAP, WIC, employment searches); patrons are asked to wear face coverings and use hand sanitizer upon entering. Only 2 computers, one on each side of the building will be available. Computer keyboards and mouse will have protective covering to be removed after each use. No public access to any other part of the library; only computer terminals. Appointment times are limited to only the designated patron – if the patron requires another person to complete online applications, this must be arranged at the time the appointment is made.

**Phase 4:** Curbside services continue; public computer access during open hours with 1 hour time limit; library will be open to the public with reduced hours – face coverings by patrons are recommended, patrons are asked to use hand sanitizer upon entering. The first hour of service daily will be reserved for patrons over 65 or who are in high risk categories. Computer keyboards and mouse will have protective covering to be removed after each use. No toys will be out for use, some restrictions on the number of people in the building at one time or time limits may be in place.

**Phase 5:** Full service operations resume, curbside services are still available for those wishing to utilize it.

*\*Please note that during each of these phases, restrictions and enhanced sanitation will be in place. We will place signage out with further guidelines and practices at the library.*