

## Public Services Return to Work/Library Re-Opening Plan

### Guidelines for Reopening Library:

- The Library Director will consult with the Library Board President, the Library of Michigan, the Michigan Library Association, Member Library directors (Northland Library Cooperative), and other statewide library directors, as appropriate, when deciding about reopening of the Library,
- The Library Director will adjust levels of services as indicated by the Pandemic Response Plan based on the pandemic circumstances existing at the time and in the interest of staff and the public's health, safety, and welfare.
- The Library Director will reopen the Library when allowed by relevant governmental entities while ensuring the health, safety, and welfare of staff and public in the Library.
- The Library Director will adjust staffing levels when necessary.
- The Library Director will cancel or limit Library programs, and/or close or limit hours of operation based on the pandemic circumstances existing at the time.

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Stage 1: The Library Director is the only employee working either in the Library or from home (as directed by Executive Order) carrying out essential duties: processing mail; handling all fiscal concerns, taking care of maintenance; all buildings closed to staff and public

Stage 2: some staff as deemed essential by the Director work in the building according to a set schedule for physical distancing (one person in work area at a time); providing limited reference, processing Rides totes; handling mail; processing materials; taking care of fiscal, personnel, and statistical tasks; processing of returns; all buildings closed to the public

Stage 3: all staff work in the building; collections work caught-up (processing books/corrections, shelving); circulation updated; files/work transferred back to office work stations; office work routines restored; security services restored; interlibrary loan services for libraries (Rides and MeLCat) and reference services continue; processing of returns continue; all buildings closed to the public

Stage 4: Some public services restored OUT OF BUILDING – curbside delivery/pick-up of library collection materials (placed via telephone or hold via card catalog; limited reference services continue; interlibrary loan services restored (if allowed via MeLCat policy)

Stage 5: Additional public services restored IN LOBBY ONLY- staff on duty in lobby; public laptop wireless computer(s) available in lobby to the public to look for and request library collection materials which will be available for curbside delivery/pick-up; telephone reference/research assistance; full email reference services restored; full interlibrary loan services continue

Stage 6: LIBRARY OPEN to public with EXTRA PRECAUTIONS provided adequate public area sanitation supplies are available – LIBRARY OPEN to public and all library services for the general public are provided on a limited schedule to allow for enhanced cleaning, social distancing accommodations in place such as moving public seating and computers 6 (or

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otherwise directed by CDC or District Health Department) feet apart, limiting the number of people allowed at one time and limiting computer time to 15 minutes or by appointment so that sanitation can take place between users, and closing the public seating areas to reduce sanitation requirements as well as provide a storage area for extra tables and computers

Stage 7: LIBRARY OPEN to public, business as usual, all library services for the general public are provided as normal and as scheduled as all Federal, State, and local restrictions have been lifted.