

Pandemic Service Plan for the Dunbarton Public Library

April 2021: Phase Three Modifications

Phase Three: Limited “In and Out” Library Browsing Services by appointment, with No-Contact Pickups continuing curbside.

(Draft document entered 9/14/2020 to Trustee Meeting Record and Minutes, and 4/5/2021).

Implementation date: September 22, 2020-until 12/8/2020. Reverted back to Phase Two on 12/8/20 due to an uptick in community cases.

Criteria

- The Stay-at-Home Order has been cancelled, the Safer-at-Home Advisory still in effect, but social distancing and face coverings continue to be recommended by state, regional and national health officials.
- A sustained reduction in new COVID-19 cases within the community for at least 14 days.
- The healthcare system has the capacity to withstand a moderate outbreak.
- Community members have access to efficient testing and test returns, public health officials are able to trace COVID-19 contacts, and vaccine eligibility is expanding.
- The library has access to necessary materials and disinfectants, and has enough staffing in accordance with the DPL Pandemic Policy.
- Library staff has completed the set-up of all space modifications, procedures and policies for Limited “In and Out” Browsing Services.

Services

*Please note that our library has a unique footprint of 1200 square feet. The footprint is distance-challenged, with no clear sight lines. For those reasons, our library should not be compared with other libraries.

Per Town of Dunbarton Emergency Operations Manager, a limit of three people will be allowed in our library space at one time to maintain the 6-foot social distancing protocol. Three people defined as two patrons and the library director, or a family unit of three people.

An appointment of 30-minutes (or less) may be made by phone or email during our modified hours (Tuesday-Friday, 10:00 AM-4:00 PM and Saturday, 10:00 AM-2:00 PM) for an “in-out” browsing inside the library. These 30-minute appointments may be used for limited computer use and printing. Only one person may be seated at the computer area.

- If no one is scheduled for a time period, or we are not at capacity, a walk-in may be accommodated, but it is best to call ahead.
- We encourage families to make an appointment in advance to make sure that their preferred time is reserved.

The Dunbarton Public Library strives to provide a warm, welcoming and safe environment for all community members. In order to facilitate a safe environment for staff and the public, the Dunbarton Public Library Board of Trustees supports precautions intended to prevent the transmission of COVID-19 per the NH DHHS and CDC guidelines.

In accordance with RSA regulations (see below), the Dunbarton Public Library Board of Trustees will require that face coverings be worn inside the library during Phase Three/Reopening Plan by staff and all patrons over the age of 3. Face coverings will be provided should anyone need one. If community members are unable or unwilling to wear a face covering, they may use the outside curbside pickup accommodations provided by the library.

Select Boards under RSA 41:11-a (management of Town Property) and Library Trustees under RSA 202-A:6 (management of public library property) have the authority to mandate that people entering a town building or library wear a face covering. The face covering mandate should only apply to persons over the age of three (3). Furthermore, we recommend that the town and the library have at hand a supply of disposable face masks a person can wear if they do not have their own. If a person refuses to wear a face covering they could be denied access to a town building.

This ability to mandate the wearing a face covering would only apply while the COVID-19 pandemic is still considered a public health emergency.

In order to provide a safe environment for our staff and the public:

1. The first open hour each day will be designated for vulnerable populations.
2. After patrons have a confirmed appointment, they will be asked to ring the doorbell to announce their arrival. Library Staff will greet patrons at the entrance. All patrons over the age of 3 years old will be required to wear a face covering over their nose and mouth during Phase Three. Patrons will be asked to sanitize their hands before entering and touching books. Sanitizer will be provided, and will be available throughout the library. Patrons will not be able to bring in food or drinks. No animals will be allowed. No Community Bulletin board will be provided until further notice.
3. There will be metered access to the building, as well as physical space modifications to ensure that social distancing is maintained by the public, and that no more than the recommended number are gathered in the library. Marks will be made on the floor, as well as cones and tapes to designate traffic flow.

4. **No public seating or meeting tables will be available** during Phase Three of our Pandemic Service Plan. Several pieces of furniture have been rearranged. No toys will be available in the children's area.
5. Bins will be set up for patrons to discard books they do not want. Staff will walk them to the quarantine area for 72 hours before disinfecting and reshelving.
6. **For those not comfortable entering the building, we will continue to offer No-Contact pickups right outside the door.**
7. **The book drop will re-open. It will be emptied every day, with materials continuing to go to quarantine for 72 hours.**
8. Programs will continue virtually until further notice.
9. Notary service available by appointment, T-F, 10-4, or Sat 10-2.
10. Continue staggered schedule for cleaning services, PT staff and Director.

Preparation

- Configure public access for social distancing from staff area. Plexiglass barriers installed at staff desks.
- No Art Exhibits will be set up on the computer table. **All Art Exhibits will remain virtual, or hung on the wall.**
- An Appointment procedure/schedule will be created for visits to the library.
- Adjust staffing and hours as needed to provide Phase Three services.
- Create clear pathways, move displays close for easy selection. Signage and other communications for new procedures and services.
- Develop heightened hourly and daily cleaning schedules.