

Dunbarton Public Library
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DRAFT 4: 6/11/2020

Pandemic Service Plan for the Reopening of the Dunbarton Public Library *Phase One and Phase Two*

The Dunbarton Public Library has created a phased reopening plan to continue to serve the community while also abiding by the recommended safety precautions from the Governor and the CDC. The primary consideration of this plan is maintaining the safety of library staff and patrons, while finding ways to provide library services that the library is uniquely positioned to perform. This document is a working document, and may change daily as more information becomes available.

If staff are working in the building, the following will need to be implemented:

1. Cleaning and disinfecting products must be readily available.
2. All staff will be equipped with masks to wear while working and administering services to the public.

Phase One: Limited essential services (Draft document entered 6/1/2020 to trustee meeting record and minutes, 6/1/2020)

Criteria

1. The governor's stay at home order is in place, and regional, state and national health officials recommend the public stay at home.
2. Strong social distancing recommendations remain in place.
3. Gatherings are limited to less than ten people.
4. The healthcare system has the capacity to withstand a moderate outbreak.
5. The library has access to necessary materials and has enough staffing in accordance with the DPL Pandemic Policy.

Services:

- The library building is closed to the public.
- The book drop is closed.
- Director works from home, with limited working inside the building.
 - Updated information and clear communication about all services available to patrons will be provided through DPL website, newsletter, and social media.
 - 24/7 Access to wireless internet broadcast from library facility.
 - Virtual programs for all ages.
 - Reference services via email and phone.
 - Extensive electronic resources are offered

Preparation:

- Design protocols for staff safety, including cleaning and social distancing in the library
- Create schedule to facilitate no-touch returns, reference/information services.
- Develop a procedure for a no-touch item return process.
- Determine a location to quarantine materials.
- Secure personal protective equipment and gear for staff.

- Secure adequate stores of disinfectant wipes and hand sanitizer.
- Pandemic Service Plan for the Dunbarton Public Library

Phase Two: No-Contact Book Return and No-Contact Curbside Pickup (Draft entered to trustee meeting record and minutes, 6/1/2020)

Criteria

1. The governor's stay at home order has been lifted, an advisory is in place, and regional, state and national health officials begin flexing business openings.
2. Strong social distancing recommendations remain in place.
3. Gatherings are limited to less than ten people.
4. The healthcare system has the capacity to withstand a moderate outbreak.
5. The library has access to necessary cleaning and disinfectant materials and has enough staffing in accordance with the DPL Pandemic Policy.
6. The library staff has completed the set-up of all procedures and policies for No-Contact item returns and No-Contact curbside pickups.

Services:

- The ordering and processing of new physical library materials.
- The book drop continues to be closed.
- The shelving and disinfecting of returned library materials after a 72-hour quarantine period.
- Access to library collections by the public through online catalog to place holds when it is time to offer No-Contact Curbside Pickups.
- No-Contact Returns and No Contact Curbside Pickup services with reduced hours.
- Cleaning services recalled. PT staff working hours in building/home.
- Director working mostly from the building.

Preparation

- Develop a procedure for No-Contact Returns and No-Contact Curbside Pickups
- Develop protocols for staff handling materials that will circulate to the public.
- Make any needed adjustments to operating schedule to facilitate curbside services.
- Schedule staff for ordering and processing duties.
- Communicate clear procedures and new services to patrons and staff.
- Modify Apollo settings to restrict holds to 5 items per patron.