



Round Lake Library Reopening Service Plan

The Round Lake Library is committed to serving its community during hard times and good. On March 17, 2020 the library closed to the public and on March 20, 2020 the library was closed to staff in light of the rapidly changing COVID-19 pandemic. As New York slowly begins to reopen, the Library Board of Trustees has adopted the below Temporary Safety Practices Policy to continue serving our patrons during this pandemic, while placing the health and safety of our community at the forefront.

Reopening the library will be based on a plan that follows county, state, federal and CDC guidelines for safe operations and is contingent on a decision by the Governor to allow non-essential businesses to reopen.

In reopening the library there are several factors that need to be taken into consideration.

- The Governor lifting the PAUSE and allowing non-essential businesses to reopen.
- Health and safety of staff and patrons
- Staffing- recognizing that some staff may not be able to return to work immediately due to health concerns, family obligations or other concerns.
- Adequate PPE for all staff
- Adequate cleaning supplies
- Recognizing that reduction of services or further closures is a real possibility if health crisis enters a "Second Wave".

Round Lake Library Staged Re-Opening Plan

Staff Admission to the Library:

Strict social distancing protocols will be set in place – at least 6 feet apart as much as possible.

Staff must wear a mask when working at a public service desk AND when they are in staff areas an unable to maintain social distancing protocols

Staff will be provided with masks and gloves to be used when handling library materials.

Staff must follow established cleaning protocols for their workstations and shared workstations.

Staff must stay home if they have any symptoms of COVID-19 and follow established return to work protocols.



Public Admission to the Library:

When public are allowed in buildings and until further notice -

Protective masks or face coverings must be worn (must cover nose and mouth). The library will not provide masks to the public.

Social distancing protocols must be followed.

Members of the public who for medical reasons cannot wear a mask must make arrangements with staff for alternative service.

The library may limit the number of patrons in the building and patrons may be asked to wait to be admitted.

Members of the public that refuse to follow these guidelines will be asked to leave the Library and possibly incur a suspension of library privileges.

Staff at the Round Lake Library have the authority to enforce these measures like any other of the Library's Rules. Concerns about this policy should be directed to the Library Director. Thank you for honoring these measures, which are designed to keep our community safe, while allowing access to the library.

Stage I: Pause is lifted, and limited staff are allowed to report to work.

- **Access to Building and Collections:** Closed to public. Limited staff report, masks and social distancing required.
- **Staff Schedules:** Staff will work modified schedules to adhere to social distancing and rules governing the number of employees in the building
 - To prepare for this opening date, all staff will report to the library building to work a schedule to be determined by the Library Director (this may be a modified schedule or a decreased number/percentage of normally scheduled hours). Any remaining normally scheduled hours will be completed at home during this time. While working in the building, staff will:
 - clean surfaces
 - establish quarantine system for returns
 - process returns
 - answer calls and messages from the public
 - handle administrative tasks
 - reorganize furnishings and prepare the building for public access
 - continue job specific tasks.
 - Every effort will be made to maintain social distance while at work and additional workspaces will be set up. Face masks and gloves will be provided to staff.



Barriers such as plexiglass shields will not be needed yet since the public will not be allowed in the building during this time. Plexiglass barriers have been ordered to prepare for future Stages.

- Staff will be required to fill out Employee Questionnaire form when arriving for their shift. This form must be signed and dated and will be kept on file at the library.
- **Materials Handling:** Staff will check in library materials that have been quarantined or treated according to the best available information. These are items that were returned as we were closing and did not get into delivery before returns ceased.
- **Book drops:** Book drops have remained closed during our closure. Book drops will be reopened and new materials that are returned will be quarantined and/or treated according to the best available information. Items that can be, will be checked in, and prepared for shelving or shipping, according to agreed-upon understanding with SALS/MVLS libraries.
 - Proper safety precaution will be followed when retrieving items from the book drop and sorting material. Safety precautions are outlined in the Material Handling Guidelines.
- **Checkouts:** Virtual only
- **Programs and Meetings:** Virtual only
- **Outreach:** None / Virtual only
- **Materials Processing and Ordering:** Once returned items have been checked in shelved / shipped, new materials that arrived during the closure will be processed. Ordering will continue to emphasize digital materials over physical materials.
- **Cleaning:** Every effort will be made to clean surfaces after contact. Staff will be required to:
 - clean work stations and surfaces before they leave the area.
 - Frequent hand washing will be encouraged.
 - Quarantine bins will be sanitized with cleaner when emptied (before new material is placed inside)

Stage II: Resume Circulation of Physical Materials

- **Access to Building and Collections:** Closed to public. Limited staff report, masks and social distancing required.
- **Staff Schedules:** Staff will work modified schedules to adhere to social distancing and rules governing the number of employees in the building. A modified schedule will also be needed to handle curbside service times.



- **Materials Handling:** Circulation staff will check in library materials that have been quarantined or treated according to the best available information. Items that can be, will be checked in, and shelved or shipped, according to agreed-upon understanding with SALS/MVLS libraries.
 - Proper safety precaution will be followed when retrieving items from the book drop and sorting material. Safety precautions are outlined in the Material Handling Guidelines.

- **Checkouts:** Contactless curbside pickup during scheduled times
 - See Curbside Guidelines

- **Programs and meetings:** Virtual Only

- **Outreach:** Limited contactless delivery

- **Materials Processing and Ordering:** Ordering will continue to emphasize digital materials over physical materials.

- **Cleaning:** Every effort will be made to clean surfaces after contact. Staff will be required to:
 - clean work stations and surfaces before they leave the area.
 - Frequent hand washing will be encouraged.
 - Quarantine bins will be sanitized with cleaner when emptied (before new material is placed inside)
 - Items used in curbside service (tables/cart) will be wiped down after each use.

Stage III: Limited Public Access Allowed in Building, No Linger

- **Access to Building and Collections:** Entrance of public allowed on a limited basis to retrieve material. Precautions in place to enforce social distancing - Collections open with one-way aisles (as much as possible) on a limited basis. Meeting rooms closed to public. No tables, chairs, or computers. Masks and social distancing required. Hours limited
 - Pick up of materials will continue and be done either inside or at the curbside.
 - Number of patrons allowed inside buildings will be limited based on occupancy limits set by state and county
 - Limited services such as copy and fax
 - Children's room only to retrieve material



- **Materials Handling:** Circulation staff will check in library materials that have been quarantined or treated according to the best available information. Items that can be, will be checked in, and shelved or shipped, according to agreed-upon understanding with SALS/MVLS libraries.

- **Checkouts:** In person.
 - Plexiglass cough/sneeze shields have been installed at circulation desks.
 - When patron leaves circulation desk the area will be wiped down.

- **Programs and Meetings:** Virtual Only

- **Outreach:** Limited contactless delivery

- **Materials Processing and Ordering:** Ordering will be based on patron need and demand.

- ***Cleaning:** Every effort will be made to clean surfaces after contact. Staff will be required to:
 - clean work stations and surfaces before they leave the area.
 - Frequent hand washing will be encouraged.
 - Quarantine bins will be sanitized with cleaner when emptied (before new material is placed inside)
 - Items used in curbside service (tables/cart) will be wiped down after each use.

Stage IV: Public Access to Building with Precautions

- **Access to Building and Collections:** Library open to public with precautions in place to enforce social distancing, Limited number of patrons allowed in building. Collections open with one-way aisles (as much as possible). Meeting rooms closed to public.
 - Computers may be open but by appointment and limited time. The number of computers available will be less to adhere to social distancing guidelines.
 - Limited number of tables and chairs available – adheres to social distancing guidelines.
 - Children's room open – limited number of patrons
 - No toys or children's non-circulating items will be out for use until there is a vaccine available or public health officials give the all-clear on resuming normal activities.
 - Hours may be extended as needed to work toward full, normal schedule



- **Materials Handling:** Circulation staff will check in library materials that have been quarantined or treated according to the best available information. Items that can be, will be checked in, and shelved or shipped, according to agreed-upon understanding with SALS/MVLS libraries.
- **Checkouts:** In person.
 - Plexiglass cough/sneeze shields have been installed at circulation desks.
 - When patron leaves circulation desk the area will be wiped down.
- **Programs and Meetings:** Virtual Only
- **Outreach:** Limited contactless delivery
- **Materials Processing and Ordering:** Ordering will be based on patron need and demand.

Stage V: Limited Programs and Meetings

- **Access to Building and Collections:** Library open to public with precautions in place to enforce social distancing, Limited number of patrons allowed in building. Collections open with one-way aisles (as much as possible).
 - Meeting rooms may be open by appointment if material quarantine is no longer needed.
 - Computers may be open but the number of computers available will be less to adhere to social distancing guidelines.
 - Limited number of tables and chairs available – adheres to social distancing guidelines.
 - Children's room open – limited number of patrons
 - No toys or children's non-circulating items will be out for use until there is a vaccine available or public health officials give the all-clear on resuming normal activities.
 - Hours may be extended as needed to work toward full, normal schedule
- **Materials Handling:** Circulation staff will check in library materials that have been quarantined or treated according to the best available information. Items that can be, will



be checked in, and shelved or shipped, according to agreed-upon understanding with SALS/MVLS libraries.

- **Checkouts:** In person.
 - Plexiglass cough/sneeze shields have been installed at circulation desks.
 - When patron leaves circulation desk the area will be wiped down.

- **Programs and Meetings:**
 - Any in-person programs will by necessity be very limited in participants or take place outside (while still maintaining social distancing) or continue virtually online

- **Outreach:** Limited contactless delivery

- **Materials Processing and Ordering:** Ordering will be based on patron need and demand.

Stage VI: Full Opening and Operation

- This stage will be a return to all normal operations

*All plans are dependent on adequate supplies, PPE and staffing capabilities. Cleaning will be increased during phases 1-4.

ADA: In the event, any safety requirement is not practicable on the basis of a disability, please contact the Library Director to explore a reasonable accommodation.

Code of Conduct Adherence to these practices shall be enforced as a requirement of the Library's Code of Conduct until such time as this temporary policy is revoked



NY State Cluster Action Initiative: Updates 11/17/2020

As previously stated, reopening the library will be based on a plan that follows county, state, federal and CDC guidelines for safe operations and is contingent on a decision by the Governor to allow non-essential businesses to reopen.

New York State has issued a [Cluster Action Initiative](#) that summarizes what businesses may remain open and what services can be provided depending on the severity of the cluster.

Based on this initiative the Round Lake Library would follow the following steps to adhere to state guidelines in a micro cluster.

- If a Yellow Zone is declared, we will revert to Phase III of our reopening plan.
- If an Orange Zone is declared, we will revert to Phase II of our reopening plan.
- If a Red Zone is declared, we will revert to Phase I of our reopening plan.