

Parchment Community Library

Reopening Plan

The Parchment Community Library will implement this reopening plan as a response to an infectious disease pandemic which has mandated the Library's closure. The purpose of this plan, in conjunction with the Library's Infectious Diseases Preparedness Policy, is to resume service to the community in a manner that minimizes risk of infection to both staff and patrons.

Regulations

- I. The Library Director will ensure that the plan is created in accordance with public health guidelines from federal, state, and local authorities. These authorities include but are not limited to: The Center for Disease Control, the Occupational Safety and Health Administration, the State of Michigan, and the Kalamazoo County Health and Community Services Department.
- II. The Library Director will establish and maintain frequent communication regarding the plan with the Library Board, staff, and patrons as appropriate.
- III. The Director is authorized to administer this plan and to make changes, amendments, or alterations as necessary. Within the plan, each stage will indicate public services offered and staffing levels within the library building. The plan will also include safety and cleaning protocols and hours of operation.
 - **Stage 1:** The only staff members working in the library building are those required to perform essential tasks; all other staff will work remotely to provide virtual customer services and programs. [pp. 3-4]
 - **Stage 2:** All staff members will return to work in staggered shifts to prepare the building and materials for contactless public services. Virtual customer services and programming will continue. [pp. 5-6]
 - **Stage 3:** Contactless material delivery services are implemented with limited days and times. Virtual customer services and programming will continue. [pp. 7-8]
 - **Stage 4:** Library building access is restored to the public with limited gatherings, reduced hours, and limited access to services and resources. Virtual customer services and programming will continue. [pp. 9-10]
 - **Stage 5:** Library will return to full service; special arrangements may still apply. [p. 10]
- IV. The Library Board authorizes the Director to take any and all actions as required under any Executive Order, or as deemed necessary by the Director in the spirit of this policy, without prior approval from, but with notification to, the Board.

Parchment Community Library Reopening Plan

V. The Director is not authorized to take any action that is not lawful or is otherwise inconsistent with the spirit of this policy.

VI. A patron may appeal the service restrictions imposed in this Reopening Plan by requesting a hearing as follows:

- A. The appeal must be in writing and state the grounds upon which the appeal is based. The appeal should be addressed to the Library Board President, either care of the Library, 401 S Riverview Dr, Parchment MI 49004, or sent to ref@parchmentlibrary.org.
- B. The board of trustees shall consider the request at the next regularly scheduled board meeting immediately following receipt of the request.
- C. The person submitting the appeal must personally attend any hearing so scheduled and may make a statement in support of their position. The hearing may be performed remotely as a teleconference or via an Internet service, if necessary.
- D. The decision of the library board of trustees is final.
- E. In no case shall the filing of an appeal pursuant to these rules act as a stay of the provisions of this plan.

VII. If any provisions in the Reopening Plan policy conflict with other library policies, the provisions in the Reopening Plan policy shall take precedence.

Parchment Community Library

Reopening Plan

REOPENING PLAN. STAGES 1-5.

During and following an infectious disease pandemic, the Library will resume service in stages. The movement from one stage to another, and what services may be offered in each stage, will be dictated by the requirements of the Governor's Executive Orders as well as recommendations from the Kalamazoo County Health Department.

In all stages the Library will:

- Monitor conditions and limit the effects of a resurgence or new outbreak by returning to an earlier stage as needed.
- Implement procedures for cleaning and disinfecting common areas.
- Quarantine returned materials.
- Provide masks and gloves for staff to wear while working with library materials and the public.
- Require staff to complete a health questionnaire before reporting to work, and to self-quarantine as necessary.

What is required to allow the library to be open?

- Access to a sufficient supply of the necessary materials to maintain high hygiene standards.
- Sufficient staffing to run all of its core operations.
- Clear guidance for workplace safety from state and local governmental health care agencies.

STAGE 1: Under Stay-at-Home Order; Library closed to staff and public

Access to building

- Library building is closed.
- Exterior book drop is locked.

Physical materials

- No physical materials may be returned or borrowed.
- No overdue charges will be levied.

Digital materials

- Online library card applications accepted. The Library will remove as many barriers as possible to those who wish to obtain and use library cards to access digital materials.
- Purchase, promote, and make available as many digital materials and services as possible.

Parchment Community Library

Reopening Plan

Non-lending services (computers, copiers, fax, etc.)

- No non-lending services will be available while the building is closed.

Communication

- Check the Library's email daily to respond to questions from patrons and to process new library card applications.
- Check the Library's telephone voicemail daily.
- Maintain frequent updates on the Library's website, social media, telephone, and online newsletter.
- Provide links to free or low-cost resources and services of immediate and practical interest to the community on the Library's website and social media.
- Post informational signs on the Library's front door.

Library Board of Trustees meetings

- Monthly meetings will be held via teleconference or online conference, as state regulations allow.
- Instructions for participating in the meetings will be posted on the Library's website and on the library building's front door.

Programs and Events

- All programs and events are canceled, except those that can be held online.

Meeting Room Use

- All meeting room use is canceled.
- Those who have scheduled use of the meeting rooms should be notified by the Director or the Director's designee. Any for-profit groups who have pre-paid for the use of the rooms should have such payments refunded.

Staffing

- Entrance to building is restricted to the Library Director and the custodian to perform critical operations. Critical operations include, but are not limited to, paying invoices, payroll processing, picking up mail from the Post Office, and building safety checks.
- Other staff may enter the building to retrieve supplies needed to allow them to work remotely, upon permission from Library Director.
- Any staff entering the building during this time must review and follow the *General Health Guidelines and Practices [p.12]*.
- The Director will gather materials such as desk shields, masks, gloves, disinfectant and other cleaning materials that will be needed to maintain high hygiene standards when the building reopens.

Parchment Community Library

Reopening Plan

STAGE 2: Stay-at-Home Order lifted; staff only in building

Access to building

- The library building is closed to the public.
- The exterior book drop will reopen as soon as staff are prepared to safely handle returned materials.

Alterations to public spaces

- Computer workstations, tables, and chairs in public and staff areas will be moved or put into storage as necessary to maintain the proper social distancing protocols when the library reopens.
- Some areas of the library may be cordoned off to prevent public access when the library reopens.
- Items in the public areas that could spread the contagion will be cleaned and placed in storage, including toys, games, and puzzles.
- Traffic barriers and signage will be set up to facilitate and maintain social distancing when the library reopens.

Physical materials

- Returned materials will be placed in the exterior book return only. No overdue fines will be assessed.
- When handling library materials, staff must review and follow the *Safe Handling of Library Materials* [p.15].

Digital materials

- As described in Stage 1

Non-lending services (computers, copiers, fax, etc.)

- As described in Stage 1

Communication

- As described in Stage 1

Library Board of Trustees meetings

- If state regulations continue to allow online meetings, the monthly Board meetings will be held via teleconference or online as described in Stage 1.
- If state regulations mandate in-person meetings, the Community Room will be set so that all attendees maintain required social distancing. All attendees will wear masks.

Programs and Events

- As described in Stage 1.

Parchment Community Library

Reopening Plan

Meeting Room Use

- As described in Stage 1.

Staffing

- The number of staff in the building at one time will be limited to maintain social distancing.
- All staff working in the building will be provided with masks, gloves, disinfecting spray or wipes. All staff working in the building must review and follow the *General Health Guidelines & Practices [p.12]*.
- Staff working in the building will prepare for contactless material delivery service (“curb service”) that will begin in Stage 3.
- Staff will continue to work remotely as directed.

Parchment Community Library

Reopening Plan

STAGE 3: Contactless service to the public

Access to building

- The library building is closed to the public.
- The exterior book drop is open.

Contactless pick-up service will be offered to the public on:

Tuesdays 10:00 am – 2:00 pm
Thursdays 2:00 pm – 6:00 pm
Saturdays 10:00 am to 2:00 pm

Staff will work in the building answering phones, taking requests, and performing other duties as assigned on:

Mondays 10:00 am – 2:00 pm
Wednesdays 10:00 am – 2:00 pm
Fridays 10:00 am – 2:00 pm

Physical materials

- Physical materials may be picked up at the exterior of the building via contactless pick-up service.
 - Staff will wash hands before, and wear masks during, preparation of physical materials for pickup.
 - Staff will wear masks and gloves when working with the public.
 - Holds will be captured at least once per hour.
 - Materials may be selected by patrons via the Library's online catalog or by calling the Library.
 - Social distancing and safe hygiene protocols will be maintained at all stages of the exterior pickup service.
- Returned materials will be placed in the exterior book return only.
 - No overdue fines will be assessed.
 - Staff will follow the *Safe Handling of Library Materials [p.15]* while handling returned materials.
- Ordering of new materials will resume.

Digital materials

- As described in Stage 1.

Non-lending services (computers, copiers, fax, etc.)

- As described in Stage 1.

Parchment Community Library Reopening Plan

Communication

- As described in Stage 1.

Library Board of Trustees meetings

- As described in Stage 2.

Programs and Events

- As described in Stage 1.

Meeting Room Use

- As described in Stage 1.

Staffing

- A modified, staggered schedule will allow all staff to work in the building while practicing social distancing.
- Staff working in the building must follow the *General Health Guidelines and Practices [p.12]*.
- When handling returned materials, staff must follow the *Safe Handling of Library Materials [p.15]*.
- Some staff may continue to work part of their schedule remotely as directed.

Parchment Community Library

Reopening Plan

STAGE 4: Library open with limited access

Access to building

- Library building is open. Hours will be expanded when current conditions allow.
- Exterior book drop is open. Interior book drop may be closed when necessary to maintain patron safety.
- Patrons entering the library building will be asked to wear masks and practice social distancing (6 feet apart). Children under the age of 2, or anyone with a medical condition, cannot be required to wear a mask.
- Staff should make an effort to thank patrons who do wear a mask.
- If required, staff will limit the number of people allowed in the building at one time. The Library will ask that patrons limit the number of people in their family/group that come to the library together.
- Visits may be limited in duration if necessary.

Physical materials

- Patrons may check out materials at the Circulation desk. Contactless pick-up service will also continue to be provided.
- Returned materials will continued to be quarantined and handled according to *Safe Handling of Library Materials [p.15]*.
- Magazines will be available for checkout only, by request. Magazines will not be available for browsing by the public.
- Newspapers will not be available. (?)

Digital materials

- As described in Stage 1.

Non-lending services (computers, copiers, fax, etc.)

- **Computers**
 - The number of available computers will be limited to maintain social distancing.
 - Time restrictions will be put in place to allow all patrons reasonable access.
 - In-person assistance for computers will be limited in order to maintain social distancing protocols.
 - The computer stations will be disinfected after each use.
- **Copier:** Staff will make copies for patrons upon request at no charge. Limit 20 per patron per day.
- **Fax:** Staff will fax items for patrons by request at no charge. Limit 20 pages per patron per day.

Parchment Community Library

Reopening Plan

Communication

- Signage and floor markers throughout the library will encourage safe hygiene and social distancing.
- Other communication will continue as outlined in Stage 1.

Library Board of Trustees meetings

- As described in Stage 2.

Programs and Events

- Large group gatherings will be suspended. Virtual programming will continue.

Meeting Room Use

- As described in Stage 2.

Staffing

- Staff will be expected to use face masks and gloves as needed.
- Staff will follow *General Cleaning Procedures [p.17]* throughout the day.
- Staff will continue to self-monitor for illness and stay home when not feeling well.
- Some staff may continue to work part of their schedule remotely as directed.
- Volunteers will be allowed to return to serve in the library and will be required to wear a face mask and practice social distancing. Volunteers must follow *General Health Guidelines & Practices [p.12]* when returning to service.

Parchment Community Library

Reopening Plan

STAGE 5: Library open with minimal restrictions
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Access to building

- Library building is open normal hours of operation.
- Exterior and interior book drops are open.
- Some restrictions may still apply

Staffing

- Staff return to a regular schedule
- Staff continue to follow *General Health Guidelines & Practices [p.12]* and *General Cleaning Procedures [p.17]* as directed.

Parchment Community Library

Reopening Plan

GENERAL HEALTH GUIDELINES AND PRACTICES

How the COVID-19 virus is spread

- The virus is thought to spread mainly from person-to-person.
 - Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - COVID-19 may be spread by people who are not showing symptoms.

All Library employees must review and follow these guidelines and practices whenever they are working in the library building.

The Library will provide supplies such as hand soap, hand sanitizer, gloves, tissues, and a reusable face mask, and face shield.

- **Practice social distancing: Do not remain closer than 6 feet to another person for more than 5 minutes.**
- **Wear a mask** or face shield when working on the public floor, or when working near a colleague, unless you have a medical condition preventing its use. Wear a mask when using the staff restroom; do not brush your teeth in the staff restroom.
- Practice good respiratory etiquette, including **covering coughs and sneezes** with a tissue or the inside of your elbow.
- **Frequently wash your hands with soap and water for at least 20 seconds.**
- When soap and running water are unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol.
- **Avoid touching your eyes, nose, or mouth with unwashed hands.**
- Staff should bring in their own hand moisturizer to use, which will be kept at their desk or in their locker.
- Wear gloves when handling returned library materials.
- Review and use proper practices in removing your face mask: be careful not to touch your eyes, nose, or mouth when removing the face covering and wash your hands immediately after removing it.
- Do not consume food in public spaces. Do not sit together at the staff room table.
- Staff members who travel internationally, or to COVID “hot spots” within the United States, will be asked to self-quarantine for 14 days upon their return.

Keeping Employees Safe

- **Self-monitor for COVID-19 symptoms each day** using the following *Coronavirus Disease (COVID-19) Workplace Health Screening [p.14]* sheet for self-assessment. Staff will take

Parchment Community Library

Reopening Plan

their temperature at home before leaving for work each day. These screenings will be kept strictly confidential by the Library Director and will not be included in each employee's Employee Record.

- **STAY HOME when sick.** It is very important to stay home when you are not feeling well. Please speak with the Library Director if you are concerned about available sick time.
- If you develop symptoms of respiratory or other illness while at work, you will be asked to go home. Anyone exhibiting symptoms and unable to leave the building immediately will be asked to self-quarantine in the Local History Room.
- **Anyone exhibiting symptoms of COVID-19, or that has been diagnosed with COVID-19, should not return to work until:**
 - At least 10 days have passed since symptoms first appeared, or since the first positive COVID-19 test, if tested, **and**
 - At least 3 days (72 hours) have passed since symptoms have resolved without the use of fever-reducing medications, and improvement in respiratory symptoms (e.g., cough, shortness of breath).
- **If a staff member tests positive for COVID-19:**
 - **Anyone who has been in close contact¹ with the person** should self-quarantine² away from others for 14 days since the last day they had contact with that person. If symptoms of respiratory illness develop, they should reach out to their healthcare provider.
 - **Anyone who has not been in close contact¹ with the person** should monitor for symptoms of respiratory illness and remember to practice good social distance, but quarantine is not required. If any symptoms develop, they should self-isolate³ at home and contact their healthcare provider.
 - **The library will clean the employee's workspace, equipment, and surfaces** such as doorknobs or elevator buttons. **The library may need to close** for 24-72 hours to clean the workspace, depending on where in the library that person has recently worked. The library will contact the local health department for cleaning and sanitizing recommendations.

¹**Close Contact.** Someone has had a "close contact" with an individual with COVID-19 if they were within 6 feet of the ill person for greater than 10 minutes while the ill person had symptoms of COVID-19.

²**Quarantine.** Quarantine is for individuals who have been exposed to COVID-19 but are not sick. Quarantine lasts for 14 days. Individuals who are quarantined should not leave their home.

³**Isolation.** Isolation is for individuals who have tested positive or are suspected to be sick with COVID-19. Individuals in isolation should not leave their home and should avoid all members of their household. Isolation lasts for 7 days since the onset of symptoms, and 3 days after the individual is fever-free (lower than 100.4 F) without medicine.

Parchment Community Library Reopening Plan



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

Coronavirus Disease (COVID-19) Workplace Health Screening

Company Name: _____

Employee Name: _____ Date: _____

Time In: _____

In the past 24 hours, have you experienced:

Subjective fever (felt feverish):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New or worsening cough:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current temperature:		

If you answer “**yes**” to any of the symptoms listed above, or your temperature is **100.4°F or higher**, please self-isolate at home and contact your primary care doctor for direction.

- You should isolate at home for a minimum of 7 days since symptoms first appeared.
- You must also have 3 days without fevers and improvement in respiratory symptoms.

For questions, visit www.kalcounty.com/hcs/covid19.php or contact Kalamazoo County Health & Community Services Department at 269-373-5200, select Option 1.

HEALTH AND COMMUNITY SERVICES DEPARTMENT

311 E. Alcott St. | Kalamazoo, MI 49001
Phone: 269.373.5200 | www.kalcounty.com/hcs

Parchment Community Library

Reopening Plan

Safe Handling of Library Materials

Library materials are not generally considered a high-risk material for transmission of a virus. However, studies have shown that quarantining returned materials significantly reduces the likelihood of virus viability for transmission.

- Staff members handling returned library materials must wear a mask or face shield and gloves.
- After handling materials, staff should correctly remove their gloves [see the following instructions] and immediately wash their hands with soap for at least 20 seconds.
- Returned library materials will be quarantined on the lower level of the building for 24-72 hours as follows:
 - 24 hours for paper/cardboard covers
 - 72 hours for books with plastic covers & Audiobook/CD/DVD cases
- After this quarantine period, the materials will be checked in, organized on book carts, and reshelfed. Staff should wear a mask, but need not wear gloves, when reshelfing.
- Do not use cleaning products directly on the item unless there is visible evidence of contamination.

Parchment Community Library Reopening Plan

How to Remove Gloves

To protect yourself, use the following steps to take off gloves



Grasp the outside of one glove at the wrist.
Do not touch your bare skin.



Peel the glove away from your body,
pulling it inside out.



Hold the glove you just removed in
your gloved hand.



Peel off the second glove by putting your fingers
inside the glove at the top of your wrist.



Turn the second glove inside out while pulling
it away from your body, leaving the first glove
inside the second.



Dispose of the gloves safely. Do not reuse the gloves.



Clean your hands immediately after removing gloves.

Parchment Community Library

Reopening Plan

General Cleaning Procedures

Examples of frequently touched surfaces and objects that need regular cleaning and disinfection:

- Tables
 - Doorknobs
 - Light switches
 - Countertops
 - Handles
 - Phones
 - Handrails
 - Keyboards
 - Computer mice
 - Barcode scanners
 - Cash register
 - Chair arms
 - Faucets
-
- Visibly dirty surfaces should first be cleaned with soap and water. Normal routine cleaning with soap and water alone can reduce risk of exposure.
 - Use spray disinfectant or disinfecting wipes as needed, especially for high touch, shared items such as service desk phones and computers.
 - Public access internet and catalog computers and should be disinfected between each user.
 - Book carts should be disinfected at the close of each day.
 - The library's janitorial service will be asked to disinfect things such as table tops, doorknobs, handrails, and bathrooms during scheduled cleaning.

Parchment Community Library

Reopening Plan

Resources

CDC Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes

https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

Kalamazoo County HCS Coronavirus Disease (COVID-19) Workplace Checklist

https://www.kalcounty.com/hcs/pdf_files/COVID-19%20Healthy%20Workplace%20Screening%20Checklist%20and%20Tool.pdf

Kalamazoo County HCS COVID-19 Response

<https://www.kalcounty.com/hcs/covid19.php>

Kalamazoo County HCS Public Health Guidance to Reopen Workforce

https://www.kalcounty.com/hcs/pdf_files/COVID-19%20HCS%20Reopen%20Plan_FINAL%205.11.20.pdf

OSHA Guidance on Preparing Workplaces for COVID-19

<https://www.osha.gov/Publications/OSHA3990.pdf>

State of Michigan Coronavirus Site

<https://www.michigan.gov/coronavirus>