

NAPLES LIBRARY LIBRARY REOPENING OUTLINE

This plan is meant to fit the needs of the Naples Library. It is consistent with the latest information from the CDC, OSHA, NYS Department of Health, all reopening mandates in NY Forward, and the Pioneer Library System Reopening Plan. *All dates are subject to change according to state guidance.*

Step One: Planning for Local Reopening

Timeline: Now - June 15, 2020

At this time all staff should be working from home. A single employee may enter the library to complete a specific task such as payroll, accounts payable, etc. Routine or non-essential procedures should not be performed inside the library building. All patron services should be remote or virtual. There should be extremely limited contact with library materials.

Develop Policies

- ✓ Adopt/Update Library Emergency & Disaster Plan
- ✓ Adopt/Update Emergency Closing Policy (with Long-Term Closing provisions)
- ✓ Adopt/Update Work from Home Policy
- ✓ Update section on Sick Leave/reporting to work when sick in Personnel Policy

Develop Procedures

- ✓ Staff wearing and discarding PPE
- ✓ Staff Health Screening
- ✓ Cleaning and disinfecting common areas
- ✓ Handling and quarantining of library materials
- ✓ Contact Tracing

Budget

- ✓ Revise current budget to allocate funds for PPE and cleaning supplies
- ✓ Draft contingency budget(s) for forecasted cuts to funding

Library Hours

- ✓ Consider scaled back Hours of Operation
- ✓ Consider special hours for vulnerable populations

Staff Scheduling

- ✓ Draft staff scheduling for the first several weeks with starting at 75% workforce reduction

Procure PPE for Staff [as mandated by OSHA and NYS] and Cleaning Supplies

- ✓ Masks
- ✓ Gloves
- ✓ Hand Sanitizer
- ✓ Disinfecting Wipes

Facilities [will change as NY Pause is rolled back]

- ✓ Analyze the library floor plan under physical distancing guidelines especially the proximity of public computer terminals and staff work spaces to one another
- ✓ Designate an area where library materials can be quarantined for 72 hours

Step Two: Bringing Staff Back to Libraries

Timeline: June 15, 2020 to June 29, 2020

Depending on how NY Pause is rolled back, Naples Library should expect that preparing to resume services/limited services will take at least 2 weeks. This includes cleaning the building, ensuring an appropriate stock of PPE and supplies, implementing and practicing new procedures, clearing the backlog of to-be-processed items, and clearing the backlog of to-be-shelved items.

Staff Scheduling

- ✓ Consider the continuance of working from home for some duties and vulnerable staff
- ✓ Have only enough staff in the building to run core operations (up to 25% of workforce)
- ✓ Continue to conduct meetings virtually

Staff Training

- ✓ Train staff on proper PPE use
- ✓ Train staff on new cleaning and disinfecting of library facilities
- ✓ Train staff on processes for cleaning, disinfecting, and quarantining library materials
- ✓ Train staff on new Health Screening Procedures
- ✓ Train staff on Contact Tracing Procedures
- ✓ Test new procedures and update workflow as needed

Services

- ✓ Continue/start virtual programming
- ✓ Continue/start phone reference services
- ✓ Explore/draft procedures for contactless pickup options and/or other modified services
- ✓ Draft plans for grab-and-go kits, online tracking, and virtual Summer Reading programs

Supplies

- ✓ Reinstate mail and delivery
- ✓ Begin ordering materials and library supplies
- ✓ Reopen Book Drops

Facilities

- ✓ Rearrange/remove furniture to comply with current physical distancing guidelines
- ✓ Maintain cleaning logs on site that document date, time, and scope of cleaning

- ✓ If there is more than one entrance, limit patrons to just one or make one an entrance and one an exit to better control the flow of traffic
- ✓ Place 6' distance markers on the floor at service points/circulation desk

Step Three: Modified Services to the Public

Estimated Timeline: June 30, 2020 to July 31, 2020

There will still be a risk of infection, and Naples Library should consider implementing services only if we have an adequate stock of PPE and stay-at-home orders have been lifted/rolled back. Face Coverings/masks should be worn by staff and community members in accordance with all Executive Orders and OSHA guidelines. Contact points should be reduced as much as possible.

Staff

- ✓ Consider the continuance of working from home for some duties and vulnerable staff
- ✓ Have only enough staff in the building at a time to run core operations
- ✓ Continue to conduct meetings virtually
- ✓ Continue Health Screening procedures
- ✓ Continue Contact Tracing procedures

Library Hours

- ✓ Implement scaled back Hours of Operation
- ✓ Implement special hours for vulnerable populations

Services

- ✓ Implement contactless pickup options and/or other modified services
- ✓ Continue with virtual programming
- ✓ Implement modified Summer Reading plans
- ✓ Implement one-on-one appointments for technology and reference services

Facilities

- ✓ Limit or restrict access to certain parts of the building that encourage gathering (ex: meeting rooms, large tables/carrels, teen gaming and child play areas)
- ✓ Continue to maintain cleaning logs on site that document date, time, and scope of cleaning

Step Four: Slowly Increase Services to the Public

Timeline: August 1, 2020 to December 31, 2020

PPE or limited PPE is still recommended for library staff during this phase. Even with full services, Naples Library should consider operating with a reduced maximum occupancy. Naples Library should be prepared for a second wave of COVID-19 in the fall/winter. This includes a plan for scaling back services and/or reclosing and a return to work-from-home plan for some or all staff.

Staff Scheduling

- Most/all staff returns to work
- Continue to conduct meetings virtually
- Continue Health Screen procedures
- Continue Contact Tracing procedures

Library Hours

- Consider restoring Hours of Operation in accordance with New York Libraries Minimum Standards

Services

- Reintroduce in-person programs with registration caps
- Reinstate routine in-person reference

- Outreach delivery should resume only on a facility-by-facility basis following ExecutiveOrders specific to Nursing Homes

Facilities

- Reopen parts of the building/entrance ways that had limited/no access during Step 3
- Leave 6' distance markers on the floor at service points/circulation desk
- Continue to maintain cleaning logs on site that document date, time, and scope of cleaning

SYSTEM SERVICES

The reinstatement of system services including Holds and Delivery will resume at the same time for all libraries independent of when individual libraries reopen. The decision to resume these services will be made by the Executive Director, Business & Personnel Manager, Automation Services Librarian, and Library Technical Services Specialist adhering to all Governor Executive Orders and OSHA guidelines. The health and safety of system staff, member libraries staff, and library communities will remain a top priority. Please reference the Pioneer Library SystemReopening Plan.

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5/29/2020