

Chester County Library Pandemic Reopening Plan

This infectious disease/ pandemic plan was created in response to the COVID-19. This policy can be altered as needed in the future, pending board approval, for other specific diseases if the need arises. The reopening plan is phased as to not overrun the library with return materials, to keep staff and patrons safe, and to allow time to be sure that the pandemic is not going to have a second wave and the library become a hotspot for the pandemic.

Staff members that are uncomfortable working or at higher risk for contracting the disease while the pandemic is an issue are given the opportunity to not work; unpaid. Their job will remain safe for the duration of the pandemic. Face masks and gloves will be provided to all staff members to be worn and used when handling materials or interacting with any member of the public.

Materials will be sanitized with alcohol and bleach based cleaners while working to maintain the integrity of all books, dvds, and other various library materials to the best of our ability.

If at any point the mayor, governor, or president reissue a safe at home order, the library will revert to the pandemic plan and cease reopening plans.

Phase One

Can be used during stay at home order or while under orders to avoid gatherings of no more than ten (10).

1. Allow one to two weeks for patrons to begin returning items to the library via the dropbox. All returned items will be sanitized and held in quarantine for 72 hours before being shelved.
2. Distribute press releases via social media, local newspaper, and website explaining the phases the library will use to reopen. This will also open the door for questions from the community and allow the library time to prepare for reopening to the public.
3. Hotspots cannot be returned in the dropbox. All patrons with hotspots will be contacted and given one week to return the hotspot without any fines or penalties. An appointment must be made to return a hotspot. Hotspots will be held in quarantine for 72 hours before being redistributed to members of the public. Appointments will be made for pickup of hotspots that are going out during phase one.
4. All programming is suspended with the exception of take and go crafts and virtual programs.
5. Meeting rooms will not be in use.

Phase Two

Can be used during order of no more gatherings of more than ten (10) or fifty (50) and while stay at home orders are lifted or relaxed.

1. The library will remain closed to the public but services are available including but not limited to:
 - a. Curbside pick up of materials. Materials can be reserved online, via email, or by phone and an appointment made to pick items up.
 - b. Appointments only for computer use. Four (4) public access computers will be available for use by appointment only. Only one hour sessions are available one time a day. Priority will be given to those completing school, job applications, and tests. Computers will be cleaned after each use and there is a one hour waiting time before another patron can be placed on that computer.
 - c. Copy and fax services. Items needing to be printed off or copied can be emailed to library staff with instructions as to what needs to be printed and/or how many copies made. Staff will print/copy items and deliver them curbside to patrons where they will also accept payment. Faxes and payment will be given to library staff curbside. Library staff members will send fax, print a confirmation page, and return original documents to patrons.
2. Materials can only be returned via the dropbox with the exception of hotspots. Hotspot patrons will make an appointment to hand the devices to library staff members.
3. All returned items will be sanitized and held in quarantine for 72 hours before being shelved.
4. All programming is suspended with the exception of take and go crafts and virtual programs.
5. Meeting rooms will not be in use.

Phase Three

Can be used during order of no more gatherings of more than ten (10) or fifty (50) and while stay at home orders are lifted or relaxed. This phase is a soft opening.

1. The library will open to the public with the following restrictions:
 - a. Appointments only for computer use. Four (4) public access computers will be available for use by appointment only. Only one hour sessions are available one time a day. Priority will be given to those completing school, job applications, and tests. Computers will be cleaned after each use and there is a one hour waiting time before another patron can be placed on that computer.
 - b. Appointments for copy and fax services. Patrons can enter the library but may not wander around the library. Library staff will make the copies and/or fax the documents to prevent the number of individuals touching the machines. Those waiting for faxes or copies will be asked to wait at the desk and follow social distancing protocol.
 - c. Curbside pick up of materials. Materials can be reserved online, via email, or by phone and an appointment made to pick items up.

- d. Patrons can enter the library to get materials but will not be able to browse the stacks. All items will be retrieved by library staff and brought to the front desk for checkout by the patron. Items can be obtained via the following method:
 - i. Looking over the new books listing and making note of the items desired.
 - ii. Using the online catalogue to look up authors and books to make a list for library staff
- 2. *Specific to no gatherings of more than ten (10) patrons.* The doors to the library will be locked when eight patrons are in the library and a sign will be placed on the door to wait. Once people leave, new patrons can enter.
- 3. All returned items will be sanitized and held in quarantine for 72 hours before being shelved.
- 4. All programming is suspended with the exception of take and go crafts and virtual programs.
- 5. Meeting rooms will not be in use.
- 6. Marks will be made on the floor to indicate six feet distances for patrons waiting. Patrons will be allowed to use one table (one person at a time) for reading the newspaper and allowed to use one table (one person at a time) to use their own devices on the wi-fi. Table and chair used will be cleaned after each use.
 - a. Should there be a limit of no more than ten (10) in the library at a time, a time limit will be in place of one hour per day.
- 7. Limited hours as follows Monday-Wednesday and Friday:
 - a. 9:30 am - 11:30 am - Elderly & Vulnerable Patrons
 - b. 11:30 am - 4:30 pm - All patrons
 - c. 4:30 pm - 5:30 pm - Staff only to allow time for in-depth cleaning at the end of the day.
- 8. Limited hours as follows Thursday:
 - a. 12:00 pm - 2:00 pm - Elderly & Vulnerable Patrons
 - b. 2:00 pm - 6:30 pm- All patrons
 - c. 6:30 pm - 7:00 pm - Staff only to allow time for in-depth cleaning at the end of the day.
- 9. Limited hours as follows Saturday:
 - a. 9:30 am - 11:15 am - Elderly & Vulnerable Patrons
 - b. 11:15 am - 12:00 pm- All patrons
 - c. 12:00 pm- 12:30 pm- Staff only to allow time for in-depth cleaning at the end of the day.

Phase Four

Can be used during order of no more gatherings of more than ten fifty (50) and while stay at home orders are lifted.

1. The library will open to the public with the following restrictions:

- a. Appointments only for computer use. Five (5) public access computers will be available for use by appointment only. Only one hour sessions are available one time a day. Priority will be given to those completing school, job applications, and tests. Computers will be cleaned after each use and there is a one hour waiting time before another patron can be placed on that computer.
 - b. Patrons can search for materials on their own but library staff will clean touched surfaces regularly.
 - c. Curbside pick up of materials. Materials can be reserved online, via email, or by phone and an appointment made to pick items up.
2. All returned items will be sanitized and held in quarantine for 72 hours before being shelved.
3. All programming is suspended with the exception of take and go crafts and virtual programs.
4. Meeting rooms will not be in use.
5. Marks will be made on the floor to indicate six feet distances for patrons waiting. Patrons will be allowed to use one table (one person at a time) for reading the newspaper and allowed to use one table (one person at a time) to use their own devices on the wi-fi. Table and chair used will be cleaned after each use.
6. Limited hours as follows Monday-Wednesday and Friday:
 - a. 9:30 am - 11:30 am - Elderly & Vulnerable Patrons
 - b. 11:30 am - 4:30 pm - All patrons
 - c. 4:30 pm - 5:30 pm - Staff only to allow time for in-depth cleaning at the end of the day.
7. Limited hours as follows Thursday:
 - a. 12:00 pm - 2:00 pm - Elderly & Vulnerable Patrons
 - b. 2:00 pm - 6:30 pm- All patrons
 - c. 6:30 pm - 7:00 pm - Staff only to allow time for in-depth cleaning at the end of the day.
8. Limited hours as follows Saturday:
 - a. 9:30 am - 11:15 am - Elderly & Vulnerable Patrons
 - b. 11:15 am - 12:00 pm- All patrons
 - c. 12:00 pm- 12:30 pm- Staff only to allow time for in-depth cleaning at the end of the day.

Phase Five

Can be used during order of no more gatherings of more than ten fifty (50) and while stay at home orders are lifted.

7. The library will open to the public with the following restrictions:
 - a. Appointments recommended for computer use at a specific time. Five (5) public access computers will be available for use. Only one hour sessions are available one time a day. Priority will be given to those completing school, job applications, and tests. Computers will be cleaned after each use.

- b. Patrons can search for materials on their own but library staff will clean touched surfaces regularly.
 - c. Curbside pick up of materials will still be offered and contactless pickup options are available. Materials can be reserved online, via email, or by phone and an appointment made to pick items up. No curbside appointments can be made during the hours of 11:00 am - 1:00 pm to allow adequate time for lunches.
 - d. A limit of no more than 20 people in the library at a time will be enforced.
 - e. Masks are recommended but not required per the health department.
8. All returned items will be sanitized and held in quarantine for 72 hours before being shelved.
 9. Some programming will be allowed to resume. The conference room will still not be available due to its new role as the quarantine area. Programs can be held within the juvenile section of the library with no more than 10 people in attendance. X's are on the floor to indicate the appropriate seating for each in attendance.
 10. Meeting rooms will not be in use.
 11. Marks will be made on the floor to indicate six feet distances for patrons waiting. Patrons will be allowed to use one table (one person at a time) for reading the newspaper and allowed to use one table (one person at a time) to use their own devices on the wi-fi. Table and chair used will be cleaned after each use. We will continue to ask and recommend that patrons limit their time in the library to no more than one hour.
 12. Limited hours as follows Monday-Wednesday and Friday:
 - d. 9:30 am - 11:30 am - Elderly & Vulnerable Patrons
 - e. 11:30 am - 4:30 pm - All patrons
 - f. 4:30 pm - 5:30 pm - Staff only to allow time for in-depth cleaning at the end of the day.
 7. Limited hours as follows Thursday:
 - d. 12:00 pm - 2:00 pm - Elderly & Vulnerable Patrons
 - e. 2:00 pm - 6:30 pm- All patrons
 - f. 6:30 pm - 7:00 pm - Staff only to allow time for in-depth cleaning at the end of the day.
 8. Limited hours as follows Saturday:
 - d. 9:30 am - 11:15 am - Elderly & Vulnerable Patrons
 - e. 11:15 am - 12:00 pm- All patrons
 - f. 12:00 pm- 12:30 pm- Staff only to allow time for in-depth cleaning at the end of the day.

Phase Six

Business will resume as normal.

Regarding Summer Reading Program 2020

The Summer Reading Program has already been planned. Should it not be safe to have events with fifty children or more in attendance come June 1, 2020, the Summer Reading Program will be completed virtually. All storytimes will be done by a recording or Facebook live to increase interaction among children. Reading and listening logs will still be made available and can be turned in via the dropbox for awards. All of the individuals who have been asked to host a program will be asked to record a virtual program that will be made available on the date they were scheduled to host at the library. Middle school book club will be available IF the library can secure books from Ingram. If they can, book club may be completed via Zoom weekly. If books cannot be secured, middle school book club will be postponed.

Policy developed from: Brownsville Public Library, John Thrill article, Van Horn Public Library, and Hoyt Lakes Public Library

Board approval 4/27/2020 via email communications

Board approved additional phase five on 6/22/2020 based on majority via email communications.