

ST. CLAIR SHORES PUBLIC LIBRARY

REOPENING PLAN

The following is the Reopening Plan approved by City Administration, the Library Director and the Library Board (“Reopening Plan”). If an Executive Order is in effect, all elements of the Executive Order will be followed and the executive order will control if there is a conflict. The Reopening Plan only applies if permitted by law or Executive Order. This Reopening Plan is not intended to supersede or change any Library employment policies.

Requirements During All Stages.

- A. Per the CDC guidelines, patrons with an infectious illness such as the flu must not enter the Library until at least twenty-four (24) hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications.
- B. Patrons should not enter the Library with symptoms of an infectious disease.
- C. The Library shall provide notice on the Library doors of the patron responsibility requirements currently in effect. The Library Director has authority to approve the requirements and notices.
- D. Any requirements for staff safety precautions will be adopted separately and the staff will be informed.
- E. The Library Director shall determine the cleaning protocols for all stages.

Stage 1. Closed to the Public.

During this stage, the Library will be closed to the public either by Executive Order, by City Administration, or by the Library Director in accordance to the Reopening Policy.

- A. Employees. Non-essential staff may return to the Library. However, the Library Director/City Administration will determine who may return according to the schedule adopted by the Library Director.
- B. Activities Permitted:
 - 1. Inside maintenance activities may resume if permitted by Executive Order.
 - 2. The Library can continue providing WIFI in the parking lot areas.
 - 3. Continuing essential functions.
- C. Social Distancing and Safety Protocols.
 - 1. The Library Director will take steps to implement social distancing protocols.

2. The staff workspace shall be configured to maintain social distancing requirements of six (6) feet if possible.
3. The Library will begin to implement social distancing protocols in the Library in anticipation of patrons returning which may include:
 - a. Removing or rearranging chairs and tables.
 - b. Assessing what computer terminals may be used.
 - c. Blocking off areas/furniture.
 - d. Adding plastic screens.
 - e. Mark waiting areas to show the six (6) foot spacing.
 - f. Provide “traffic control” designations, such as arrows showing one-way travel in certain areas of the Library in order to maintain social distancing.

D. Hours of Operation. The Library will not have any public hours of operation.

Stage 2. Staff Returning; Patron In-Person Services Still Suspended.

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director.
- B. Activities Permitted:
 1. Updating collections.
 2. Updating patron databases.
 3. Shelving books.
 4. Transferring materials to Library databases to the extent they were stored separately while at home.
 5. Answer phones and respond to patrons’ reference questions.
 6. Review upcoming programs that may need to be cancelled or modified and review any contracts related to such programs.
 7. Resume the interlibrary loan process (if practical or possible).
 8. Assess whether the Library has adequate masks, gloves, and hand sanitizer to serve the public and staff.
- C. Social Distancing and Safety Protocols. The protocols for Stage 1 will remain in place.
- D. Hours of Operation. The Library will not have any public hours of operation.

Stage 3: Curbside Pick Up and Limited Patron Services. Library Building Still Closed to the Public.

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director.
- B. Activities Permitted. In addition to previously authorized activities, the Library may include the following activities:
 - 1. Curbside delivery and pick up is permitted.
 - 2. Patrons are permitted to return Library materials. The Library Director will establish the protocols for returned material.
 - 3. The Library will address any policy or temporary measures involving fee forgiveness or suspension.
- C. Social Distancing and Safety Protocols. The protocols for Stage 1 will remain in place. In addition:
 - 1. Patrons and staff shall remain six (6) feet apart and the Library must design procedures for curbside pick-up to maintain this distance.
 - 2. Patrons shall be required to wear a mask when engaging in curbside pickup.
 - 3. The Library shall designate waiting areas for cars and other curbside pickup issues.
 - 4. The Library will create a sign or pamphlet to inform patrons of the Library's practices during a particular stage and the precautions the Library is taking to prevent infection.
 - 5. The Library Director will establish cleaning and sanitizing protocols for high touch areas or surfaces.
 - 6. The Library will train employees on appropriate cleaning procedures, including training for staff on cleaning between patrons.
 - 7. If required by Executive Order, the Library will notify employees if it learns that an individual (including a patron or supplier) with a confirmed case of COVID-19 has visited the Library.
 - 8. The Library will limit staffing to the minimum number necessary to operate.
- D. Hours of Operation. The Library Director establishes the following as the hours for curbside pickup, but this may be modified by the Library Director:

Monday through Friday, 10:00 AM through 4:00 PM.

Stage 4: Limited Access to the Library Building

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director.
- B. Activities Permitted. In addition to previously authorized activities, the Library may include the following activities:
 - 1. Patrons may enter the Library but will be limited to a specific area in the Library.
 - 2. Patrons may have in-person conversations with Library staff, provided that social distancing and Safety Protocols are followed.
 - 3. The Library will have limited access to public computers.
- C. Social Distancing and Safety Protocols. The protocols for the prior stages will remain in place. In addition,
 - 1. **Masks:** Patrons will be required to wear masks; the Library may provide masks if supplies are available.
 - 2. **Social Distancing:** Patrons must stay six (6) feet away from all staff and other patrons. Social distancing rules apply. The Library will provide a physical barrier for checkout, service points, and in-person discussion, which may include barriers, tape markers, or tables, as appropriate. The Library will establish lines to regulate entry with markings for patrons to enable them to stand at least six (6) feet apart from one another while waiting. The Library Director should also explore alternatives to lines, including allowing patrons to wait in their cars for a text message or phone call, to enable social distancing and to accommodate seniors and those with disabilities.
 - 3. **“Traffic” Directions:** The Library will mark places where people are likely to gather in line to identify the proper social distancing. This includes “traffic.” The Library will design the spaces and markings to encourage people in the Library to maintain six (6) feet distance.
 - 4. **Occupancy:** Only the number of people (including employees) equal to 25% of the total occupancy limits established by the City of St. Clair Shores Fire Marshall will be permitted in the Library at a time and all others must wait outside the Library.
 - 5. **Limit Groups:** Patrons will use their best efforts to come to the Library with the least number of people.

6. *Computer Terminals:* Computer terminals will be located six (6) feet from any other computer or work station. The Library will use its best efforts to clean computer terminals between uses.
 7. *Food and Beverage:* Food and beverage is not permitted unless necessary for medical reasons.
 8. *Signs:* The Library shall create a sign or pamphlet to inform patrons of the following:
 - a. The Library's practices during a particular stage and the precautions the Library is taking to prevent infection.
 - b. Instructing the patrons of their legal obligation to wear a mask when inside the Library [as long as a mask is required by an Executive Order].
 - c. Informing patrons not to enter if they are or have recently been sick.
 9. *Training:* In addition to training required by previous stages, the Library shall train employees regarding how to manage symptomatic customers upon entry or in the Library.
- D. Hours of Operation. The Library Director establishes the following as the hours but this may be modified.

Open to Public Monday through Friday 9:00 AM through 5:00 PM

Curbside Service

Monday through Thursday 1:00 PM through 6:15 PM

Friday, 1:00 through 4:15 PM

Stage 5: Library Open to Public with Conditions.

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director.
- B. Activities Permitted. In addition to previously authorized activities, the Library may open for additional activities:
 1. Programming that is in-person.
 2. Meeting room use for only Library or City related events.
 3. The computers will be open for public use. All computer terminals will be located six (6) feet apart. The Library Director may suspend service on any computers that cannot be relocated to a safe distance.
 4. The Library Director may open up additional parts the library building for public use.

- C. Social Distancing and Safety Protocols. The protocols for the prior stages will remain in place.
- D. Hours of Operation. The Library Director establishes the following as the hours but this may be modified.

Monday through Thursday 9:00 AM through 9:00 PM

Friday 9:00 AM through 5:00 PM

Stage 6: Library Open for Regular Business. At this stage, the Library can reopen with the same services as normal. All Library service can resume without restrictions.

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