

West Bridgewater Public Library

COVID-19 Re-opening Plan

Spring, 2020

Stage 1: Staff returns to the library without patrons.

Staff works every other day in the building (one day at home, one day at the library), so that only half of the staff would be there on any given day making it easier to keep the appropriate social distance. There would be an effort made to schedule people who use the same space on opposite days.

Masks would be worn, hands should be washed frequently, and computers, work areas, and other high touch surfaces should be wiped down frequently. Door handles will also be cleaned frequently.

Plans would begin for moving or removing furniture, pcs, etc. for social distancing. Many chairs will be removed. All toys will be removed from the children's area, and the puzzle will be removed from the adult area.

Book drop is NOT open. Mail will be quarantined for 3 days.

Stage 2: Curbside and Call-Ahead Pick-Up of Holds

Masks (and gloves ?) will be worn by staff.

Patrons use the Sails online catalog to place holds on West Bridgewater materials ONLY. Patrons can call library as well to place a request. Current holds can be picked up curbside. The patron will call when out front. Their books will be checked out to the card on which the hold was placed. They will then be taken out to the car by a library staff member and placed into the trunk, in order to minimize the chance of direct physical contact. Patrons do not leave car.

Follow guidelines for sanitizing items going out. Best practices? Paper bags? We need to minimize the chances of the virus being passed on.

The library would receive mail and deliveries and quarantine for three days.

Patrons can also Call-Ahead to request **book bundles** (i.e. indicating a genre and some books previously liked and staff would put together a bundle of books for them - perhaps 6 for adults and 10 for kids). They would have to provide their active library card number when they call and the staff member would check the books out to that number. Then they can call again when they are outside and book bundles would be put in the trunk.

Again, any guidelines for sanitizing would be adhered to.

Book drop will open. Books being returned will drop directly into wire carts put under book drop. Then put into 3 STAGING CARTS: DAY 1, DAY 2, DAY3, wheeled into a well-ventilated room for 72 hours. The date should be noted on the top of the bin. To to be checked in (computer back dated) and the returns from Day #4 will go into the 1st bin. And it will continue in this fashion.

At this point, **no patrons would be coming into the building at all.**

Stage 3: Patrons would be allowed in the library under very specific conditions.

During this stage, the library would still provide curbside and call-ahead pick up. All returns would still go into book drop and then into bins for aging.

Plexiglass would be in place at the circulation desk and children's desk. There would be tape on the floor indicating appropriate places for patrons to stand and wait. All staff would be wearing masks. Social distancing of at least 6' between people would be required.

Patrons would be asked to wear masks.

The library would be open from 10 am to 5 pm. M - F only.

Hours for seniors and those in high risk categories would be set to 10 - 12 ?

The hours of 12 to 5 pm would be for the general public.

- There will be a limitation placed on the number of people in the library at one time.
- Only one person per family would come inside the library, and no children would be permitted.

We would limit visits to one hour or less. Encourage people to come in and get what they need and leave.

Only 4 computers would be available in order to leave the appropriate amount of space between patrons and computer access would be limited to 1 hour.

The other computer stations will be marked as off-limits.

Computer stations would be sanitized after each use.

No in-person programming will be taking place, this includes the puzzle table.

Stage 4: We would return to our regular hours but everything else from Stage 3 would remain the same.

Stage 5: Return to Normalcy

QUESTIONS:

1. **Stage 1 & 2:** Should all materials be wiped down with sanitizer even after the 3-day quarantine? I can't find a definitive answer anywhere.
2. **All Stages:** Will the Town be able to keep us supplied with sanitation materials?
3. **All Stages:** Is it possible to get 2 hands-free sanitizing stations for public and staff use?
4. **Stage 3:** Should soft furniture be removed for public areas?
5. **Stage 3:** What about public rest rooms? Should there be access? How would that be monitored?
6. **Stage 3:** How many patrons should be allowed in building