

# **Town of Chester Public Library**

## **Reopening Plan: Phases 3, 4, 5**

All plans are dependent upon local, state or county regulations, adequate supplies, PPE and staffing capabilities. Cleaning will be increased during phases 1-4. See Temporary Safety Practices Policy.

### **Phase 3: Open to the public, limited**

#### **Public Access:**

- Through the front door of the Municipal Center
- Patrons must remain in the space between the front door of the library and the circulation desk.
- Some patrons may be asked to queue in the hall

#### **Pick up and Drop Off:**

- Pick up: Inside or at curbside
- Items may be requested prior to pick-up: order online, call in, or ask staff.
- Immune-compromised or elderly are encouraged to use curbside services
- All returns made to outdoor book return box
- Book donations not accepted until further notice

#### **Services:**

- Faxing, Copying, Printouts via eprint all done by staff
- Notary service by appointment
- Access to newspapers is not available

#### **Library Spaces:**

- Prohibited areas are roped off
- Floor decals and tape will highlight restricted areas and suggest social distancing
- Plexiglass barriers will be used at desk
- Public meeting space will not be available

#### **Safety Precautions:**

- All patrons must wear a mask or some form of protective facial covering for the nose and mouth. The library will not provide these.
- Patrons inside the building will maintain 6 feet of distance from others
- Hand-sanitizer will be available
- Staff will be provided with and wear masks and gloves, and will follow social distancing

**Staff Schedules:** determined by library director

#### **Materials:**

- No toys or children's non-circulating items will be out for use
- Quarantining of materials is still required

## **Phase 4: Open to the Public, with Precautions**

### **Public Access:**

- Public will follow Town guidelines for entry into the Municipal Center. Patrons may be asked to queue in the hall.
- Normal operating hours

### **Pick up and Drop Off:**

- All returns made to the outdoor book return box
- Book donations not accepted until further notice from the Friends
- Curbside service will be available by appointment
- All items must be requested prior to pick up.

### **Services:**

- Computer use limited to 3 PCs to encourage social distancing, and limited to 1 hour per day per patron
- In-person programs will be very limited in number of participants, or take place outside (social distancing), or continue virtually online.
- In-house access to magazines and newspapers will depend on current recommendations re: viability of virus on paper.

### **Library Spaces:**

- Closed stacks possible, if quarantining of materials is still in effect
- Public will be limited to certain areas of the library
- Library seating will be limited and set up for social distancing
- Floor decals will be adjusted or removed as necessary
- Plexiglass barriers will still be used

### **Safety Precautions:**

- Masks and social distancing will be required for all patrons
- Staff will be masked for all interactions with the public
- Disinfectant wipes and/or keyboard covers will be provided, depending upon availability

### **Staff Schedules:**

- Normal hours and staff schedules will be in effect

### **Materials:**

- No toys or children's non-circulating items will be out for use until public health gives all-clear on resuming normal activities.
- Quarantining of materials may still be ongoing.

## **Phase 5: Normal Operations**

All normal operations resume.