

**Midlothian Public Library
Tentative Reopen Plan (DRAFT 3)**

Caveats:

- We don't know when we will start this.
- We don't know how long each phase will be advisable.
- We don't know if we will receive clear public health guidance on this, or if we will have to rely on the general consensus of others in our profession.
- SWAN is hoping to achieve some uniformity in the reopening schedule of its member libraries, so to some extent we may be pressured (required?) to conform to timelines set by SWAN.
- We don't know at what point in this process summer reading will occur, so summer reading is discussed at the end of this document.
- This plan involves staff gradually coming back into the building to work. Good faith attempts will be made to rotate the in-building staff so that all take turns working in-building and working from home. I acknowledge, however, that complete equity of staff time in-building and working-from-home is probably not possible, given specialization of tasks.
- I am proposing that our Summer Reading Fine Amnesty start upon reopening and continue for three months. First, this will buy us a lot of good will among families who may have suffered great financial hardship as a result of the COVID-19 crisis. It will also alleviate confusing due date conversations with regard to materials checked out prior to the closure, and very importantly, cash handling concerns (discussed in phase 4).

Phase 1: Return of Materials

- Announce in multiple public outlets that we are accepting materials back via our book drop.
- Staff empty book drop daily wearing gloves and non-medical mask and put books in sealable plastic bins. Label with date.
- Quarantine books for 3 days, then take out, check-in, and re-shelve.
- Begin receiving deliveries of newly purchased books and other purchased supplies.
- Staff wash toys. Remove and bag cloth furniture covers not included in professional upholstery cleaning out of commission (taking them to laundromat could reintroduce virus).
- Two to four staff in building per day between 9:00 and 4:00 Monday through Friday, practice social distancing as recommended by public health officials.
- Continue quarantining books for as long as advised during subsequent phases.

What must be in place before this phase begins:

- Stay at Home Order must be lifted for employees not in essential sectors to return to work.

- Purchase 12 large, heavy duty sealing plastic bins.
- Acquire adequate non-medical masks and gloves for staff. Research and advise staff on best practices for glove use to avoid recontamination via gloves.

Phase 2: Curbside Pickup of In-Library Materials

- Patrons can pick up books already on hold in building. Staff call patrons to let them know they have materials waiting for them.
- Patrons can call to place holds for materials currently on-shelf in the library. Staff will be on duty to answer phones, answer reference questions, pull materials, place and trap holds.
- As SWAN makes it possible for patrons to request in-library materials online and for staff to pull these materials, add on online order-placement.
- Patrons who do not know what specific materials they want can have a reader's advisory phone call with staff and staff can select materials for them.
- Patrons call library when they are outside, and library staff bring their materials to their car, checked out, in bags. Where possible, deliver to trunk, not window of car. Staff wear gloves and non-medical masks. If SWAN makes face shields available at bulk pricing, purchase face shields for staff.
- Four to six staff in building between 9:00 and 4:00 Monday, Wednesday, Friday, Saturday and 1:00 to 8:00 Tuesday and Thursday, possibly with slight relaxation of social distancing (only if advised by public health officials).
- Patrons may request materials by voicemail or email if outside of our open hours and in building staff will respond to these requests the next business day.
- Homebound deliveries can resume on a "no contact" basis (i.e., staff member leaves plastic box of materials on porch or other covered area and picks up). Make deliveries every 2 weeks instead of every 1 week

What must be in place before this phase begins:

- Acquire adequate non-medical masks and gloves for increased staff working in the building. Investigate purchase of face shields via SWAN bulk purchase.
- Purchase smaller, lightweight plastic containers that can hold approximately a dozen library books each for the purpose of no-contact Homebound delivery.
- Acquire adequate plastic bags for delivering materials to patrons at door. Investigate purchase of heavy-duty paper bags through SWAN bulk purchase.

Phase 3: Curbside Pickup of Interlibrary Loan Delivery Materials

- Move to this phase once SWAN and RAILS re-implement delivery. Hopefully, SWAN will ensure uniformity of materials handling for safe delivery.
- Patrons will now be able to place holds online in addition to phoning in requests.

- All other procedures remain as in phase 2.

Phase 4: Extremely Limited Walk-In Service

- Patrons may enter building to pick up holds, select materials, and for limited computer use but will not be permitted to “loiter.”
- Strongly consider grocery-store model social-distancing provisions, such as unidirectional aisles and 2 person per aisle limit.
- Computers will be placed in-service/out-of-service so that there is a 2-computer gap in between users. (Total computers available to public = 7) Because of computer scarcity, limit library card patrons to 2 one-hour sessions and guest pass users to 1 one-hour session per day.
- Patrons will be expected to wipe down computer keyboards, mice, and surrounding table surfaces with antiseptic wipes after each use.
- Patrons will be expected to wipe down self-check with antiseptic wipes after each use.
- Staff will wipe down service desks with bleach solution at intervals throughout day.
- Staff will wipe down staff phones, computers, and mice with antiseptic wipes between shifts.
- Marks on floor for social distancing while standing in line and for maintaining appropriate distance from service desk. If advised, purchase plexiglass screens for Help Desk and Checkout Desk.
- Six to eight staff in building during any given shift, for normal operational hours (9:00-8:00 Monday through Thursday, 9:00-5:00 Friday and Saturday).
- Fine amnesty will remove some necessity of cash handling. Free guest passes to eliminate cash handling. Lost and paid by credit card or online only. Override blocks and postpone collections for individuals unable to pay for lost and paid by credit card.
- Staff wear gloves and non-medical masks.
- Reliable source of antiseptic wipes or viable substitutes will have to be identified prior to entering this phase.

What must be in place before this phase begins:

- Acquire adequate non-medical masks and gloves for increased staff working in the building.
- Determine reliable source of antiseptic wipes or viable substitutes.
- Set up procedures for staff monitoring and enforcement of social distancing.
- Override of blocks and postponement of collections must be requested and approved through SWAN.
- Consider necessity and availability of plexiglass screens for purchase.

Phase 5: Less Limited Walk-In Service

- All of the above, except that patrons will be allowed to remain in building for extended periods of time under the following conditions:
 - Soft seating and toys will not be available to public.
 - One individual per table, with tables strategically spaced at least 6 ft. apart.
 - One individual in small meeting room at a time.
 - Patrons will be expected to wipe down their table and chair with bleach solution after use.

What must be in place be in place before this phase begins:

- Have plan for staff monitoring and enforcement social distancing for people moving around library, especially children/teens.

Phase 6: Gradual Transition to Normal Walk-In Service

- Gradually relax social distancing and cleaning routines and use of non-medical masks and gloves, as advised by public health officials.
- Proportionally phase back in full on-desk staffing. Staff will still be strongly advised to continue to do “off desk time” at home where such work is possible to avoid crowding in staff office space.

Phase 7: Gradual Transition to Normal Full Service

- When advised by public health officials, resume programming and scheduling of large meeting room.
- At this point, resume full staffing levels with all “off desk” and “on desk” work happening in building.

Summer Reading Considerations

Regardless of phase, online registration and logging of reading via Beanstack will be strongly encouraged.

- Screen sharing and IM Chat software will be purchased for staff to assist patrons with this process remotely (in addition to regular phone service). Staff can be assigned shifts specifically for the provision of remote service.
- Use weekly digital badges and end-of-summer prize packs full of weekly prizes accumulated throughout the summer instead of weekly prize pickup.
- I anticipate that the Greater Chicago Food Depository will work with us to make pick-ups of meals available as opposed to on-site eating, if that is the current public health advice.

If summer reading occurs during a Curbside Pickup phase (Phase 2 or 3):

- Participants can sign up by phone or online.
- Summer reading folders with instructions and logs and signup prizes (free book, t-shirt) can be picked up curbside. If weather is nice, a curbside table can be set up for this purpose.
- Families can place orders for materials online or by phone, including reader's advisory conversations where staff pick materials for the readers in the family.
- The summer reading folders will include a paper log for each of the 8 weeks. All who can do so will be strongly encouraged to log online. Those with phone but no internet will be encouraged to call in their logs weekly for staff to record online. Envelopes will be added to the summer reading folder for those for whom call-in logging is difficult, and logs can be dropped off in batches in the AV side of the book drop.

If summer reading occurs during Extremely Limited, Less Limited, or Transition to Normal Walk-In Phase (Phase 4, 5, or 6):

- Participants may also sign up at the Help Desk, in addition to by phone or online. They can pick up signup prizes and folders with instructions and logs at the Help Desk.
- Families will still be encouraged to place orders online or by phone (including reader's advisory), but they can also come into the building and pick out their own books and can pick up holds at the Checkout Desk.
- Patrons will still be strongly encouraged to log online or by phone. Weekly logs can be dropped off, in batches, at the Help Desk.

If summer reading occurs during Transition to Normal Full Service (Phase 6):

- We will offer a "bare bones" schedule of repeating weekly programs (approximately one per age group) of the type that can be easily created by staff, rather than relying heavily on outside presenters.