

KFPL Phased Re-opening Plan

Overview

This reopening plan for KFPL staff and patrons is based on the latest information from CDC, ODH, and OLC, and follows all protocols released by ODH. The primary and underlying purpose of this plan is to ensure a safe environment for staff and patrons. Each stage of re-opening will depend on protocols and orders from ODH and the Library's ability to meet these protocols. The Library may need to move back and forth between stages during the reopening process depending on ODH guidelines. The Library will follow the ODH established 5 protocols for all businesses:



1. Require face coverings for employees and patrons unless there is a medical/practical reason why one can't be worn.
2. Conduct daily health assessments of employees to determine if "fit for duty".
3. Maintain good hygiene at all times – hand washing, sanitizing and social distancing. Clean and sanitize workplaces throughout workday and at the close of business and between shifts.
4. Limit capacity to meet social distancing guidelines. Maximum capacity is no more than 15 patrons in the building at any given time.
5. Mark the floors to indicate proper social distancing in areas where lines will form.

Phase 1

Building Closed to the Public and All but Essential Staff (March 13 - May 17)

Essential staff will report to work in the building to carry out necessary tasks that will allow the Library to execute minimum basic operations. Minimum basic operations include the following, provided that employees comply with Social Distancing Requirements, to the extent possible, while carrying out such operations:

- The minimum necessary activities to maintain the value of the Library's inventory, preserve the condition of the Library's buildings and equipment, ensure security, process payroll and employee benefits, or for related functions.
- The minimum necessary activities to facilitate employees of the Library to be able to continue to work remotely from their residences.
- Staff will work remotely from their residences. All staff will be expected to check their email daily, participate in weekly virtual staff meetings held via GoToMeetings, assist with social media marketing, and engage in professional development activities. Certain staff will also conduct virtual programming and order digital materials.

Phase 2

Building Closed to Public and Open to Staff (May 18-22)

- Prior to reporting to work, all staff must email the Director acknowledging receiving and reading the following document: *KFPL Staff Safety Procedure during COVID-19 Pandemic*
- All staff will work in the building to perform collections work (processing checks/corrections, shelving), circulation updates, routine office work, phone and online reference services, virtual programming, cleaning of physical spaces in the building, and preparation of physical spaces for subsequent re-opening phases.

Phase 3

Building Closed to Public and Open to Staff, and Material Return Boxes Open to Public (May 26 - 29)

In addition to phase 2, the material return boxes will be open to the public. Safe handling of materials protocols include:

- The quarantine period for returned materials as well as the procedure for handling and cleaning materials may change depending on the results of a research project underway at Battelle with the IMLS and OCLC to determine the longevity of the virus on books, magazines, newspapers, tapes, and other library materials.
- The Library will follow recommendations from OLC to quarantine all materials for 72 hours.
- Staff will be required to wear a mask and gloves when emptying the curbside book drops. All materials will be grouped and labeled by date, and kept untouched at a designated area until the quarantine period has been met.

Phase 4

Building Closed to Public, Open to Staff, Material Return Boxes Open to Public, and Curbside Service Open to Public (June 1-TBD)

In addition to phase 3, curbside pick-up services will begin. Protocols for Curbside Pick-Up Services Include:

- Staff will establish procedures for curbside service, following ODH guidelines.
- Library staff will practice physical distancing during pickup and delivery by talking with the patron through a passenger window, loading items directly into the customer's trunk or backseat without contact.
- All returns will be made through the curbside drop boxes only.
- All correspondence between patrons and staff will be handled via phone online.

Phase 5

Building Open to Public with Limited Hours and Services, Open to Staff, Material Return Boxes Open to Public, and Curbside Service Open to Public (Date TBD)

In addition to phases 2 & 3, some public services will be restored in the building. Protocols Include:

- The Library will open an hour later and close an hour earlier to allow time for cleaning and disinfecting the building.
- The first open hour of every Friday will be designated to serving vulnerable populations (people who are 60 years or older and people of all ages with underlying medical conditions); no others will be permitted in the building.
- Hours for the lower-level of the Library (Media & Children's Rooms) will be reduced.
- Plexiglas barriers will be installed at all service desks as a safety measure for interactions between staff and patrons.
- Face coverings are required for patrons over 2 years of age, unless a face covering is not advisable for health purposes or if there is a practical reason a face covering cannot be worn.
- Hand sanitizers will be made available throughout the Library.
- High-touch items will be cleaned after each use (e.g. countertops, computers).
- Signage will be posted asking patrons not to enter if symptomatic.
- High-contact surfaces will be disinfected hourly.
- Display social distancing signage and floor markings to indicate 6-foot spacing for guests waiting at service desks.
- Children's toys will remain unavailable.
- Chairs, seating and meeting spaces will be removed from all public service areas and blocked off.
- Library staff will monitor and limit capacity for the number of patrons allowed in and within the building:
 - Maximum capacity will be limited to no more than 15 patrons in the building at any given time.
 - Only 1 family at a time will be permitted into the children's area and media room at a time.
 - Non-fiction stacks will be blocked-off from patron use and browsing.
- Computers:
 - Only one public computer and PAC will be open for patron use
 - Public computer sessions will be limited to a maximum of 30 minutes.
 - Keyboard and mouse will be covered with a protective cover that will be cleaned by staff after every use and changed daily.

Phase 6

Building and Material Return Boxes Open to Staff and Public with Full Services (Date TBD)

In this phase, the Library will open to the public, business as usual. All library services for the general public will be provided as normal and as scheduled. Phase 6 is dependent on ODH Protocols and Requirements.



Questions should be directed to: Kimberly Garrett, Library Director

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