

Lester Public Library of Rome ReOpening Plan - COVID-19 Pandemic

A pandemic is an outbreak of a disease that occurs over a wide geographic area and affects an exceptionally high proportion of the population. This plan provides information about preparing for a pandemic, including library-specific plans for continuation of service, special procedures of cleaning facilities, and equipment and handling of materials.

The library may be closed on short notice by the Library Director, if there is a resurgence of the virus in our community or other issues related to safety/health if they arise, based on Town, County, State, or Federal Agency reports or recommendations.

Communication Plan Staff

- Communication to all staff will be done through a combination of email and cell phone.

Public

- The public will be notified of changes in service level through the Library's website and social media.

Library facilities will be closed:

- If the Town of Rome is closed; and/or;
- social gathering guidelines discourage gatherings of fewer than 10 people;
- upon the advice of Adams County Health Department officials; and/or
- when a minimum of healthy personnel, including at least 1 full-time librarian, are not available to staff the library.

Safety Measures for Staff

- Healthy staff shall continue working either in the library or remotely. Work schedules will be created and shared by the Library Director.
- Employees who are ill or are currently exposed to illness through family and friends should not report to work.
- Employees who have symptoms of COVID-19 should notify the Library Director and stay home.
- Employees with symptoms of COVID-19 will be sent home if they arrive at work and will not be allowed to return until cleared by a medical provider.
- While at work, staff are expected to social distance.
- Masks shall be worn by all staff unless accommodations are requested and approved.
- Shared workstations will be sanitized regularly and at the beginning and end of every shift.
- Plexiglass safety guards installed at circulation counter.

Continuity of Service

Service Level 1: Building and book drop closed.

Service Level 2: Curbside service available.

Service Level 3: Building open to the public with additional precautions in place and restrictions/limitations

Service Level 4: Building open to the public with expanded access, restrictions/limitations in place.

Service Level 5: Building open to the public with no restrictions except personal health protocols.

Service Level 1

- Place signs on doors announcing building closure.
- Healthy, full time staff should work remotely offsite or work onsite if possible/preferred. Healthy part-time staff should continue to come to work or work remotely as scheduled by management staff.
- Bookdrop locked and closed sign placed on exterior handle. Upon re-opening, all library materials returned via book drop will be quarantined 72 hours before returning to library shelves or SCLS delivery.
- Reference services will be available via email and voicemail.
- Staff will continue to monitor and respond to email, voicemail, and social media requests.
- Extra-ordinary cleaning and disinfecting regimens will be implemented for staff working in the building.
- The building will be professionally cleaned and all touchpoints will be sanitized before reopening.

Service Level 2

- In addition to functions of Service Level 1
- Provide only essential services via curbside pick-up. Building and book drop closed to the public.
- When delivery between libraries resumes, deliveries will be quarantined for 72 hours before being handled by staff

Service Level 3

Provide curbside pick-up and limited in-house services, limiting the number of people in the building to no more than 10 at a given time.

- Healthy staff work in the building, unless special arrangements are made with the Library Director
- Keyboards, mouse, and tabletop of computer stations will be cleaned frequently throughout the day.
- Door handles, tables and countertops will be cleaned frequently throughout the day.

Services

- Ask patrons to practice social distancing and wear a mask if possible.
- Quick book browsing and hold pick up. No loitering.
- Follow safe/contactless money handling.
- Computer Use: Limit number of computers available and computer use to 45 minute sessions per day.
- Community room, study room and bathrooms are closed to the public.
- No Donations of any kind accepted.
- Outside Bookdrop opens. All materials will be quarantined for 72 hours before being checked in. Inside bookdrop will be closed.
- When delivery between libraries resumes, deliveries will be quarantined for 72 hours before being handled by staff.

Service Level 4

- All previous service levels.
- Allowing no more than 50 people admitted into building at one time, while practicing social distancing and encouraging PPE.
- All materials will be quarantined for 72 hours before being checked in.
- In person programming resumes for summer programs with limitations.

Service Level 5

- All previous service levels.
- No limit for social gathering.
- All services and programs restored.
- Maintaining person protocol except social distancing is no longer required.

Approved by the Library Board on 06/01/2020