**Phased Plan for Reopening the Kenai Community Library**

This plan is a living document and a work in progress. It will be updated and added to as the situation evolves. Our response level, plans and procedures will match those established by authorities on the Local, Regional, State, and National levels. The health and safety of our staff and community members is of primary importance, and may require us to modify or cease offering services.

### **General Considerations**

* Follow social distancing, hygienic, disinfecting and PPE requirements.
* Limited access to required PPE may impact our ability to work, open or provide services.
* Use supplies conservatively since local, state and national supplies may be limited and may be needed later.
* Hourly touch-point sanitization (e.g. workstations, equipment, screens, doorknobs, restrooms) throughout the work site is contingent on staff availability and training, as well as availability of supplies. Lack of these resources may impact our ability to open.
* With the sheer volume of materials that library processes, disinfecting isn’t a viable option nor is it recognized as being particularly effective. Bound items are particularly difficult to completely disinfect, and disinfecting the outside of AV cases wouldn’t address any contagions on the inside of the case. Discs cannot be disinfected without being damaged.
* Administration must continue to monitor information/requirements from local and state Health Departments, as well as CDC and EPA recommendations regarding PPE and reevaluate closer to opening.

### **Phases**

##### **Phase 1- Safer at Home**

(Local cases and/or Stay-at-Home order in place and/or Library closure mandate in place)

* Library is closed, no material lending, only non-contact services (i.e., online access and temporary online library cards, virtual programs)
* Phone answering hours may not be available, email and social media reference only
* If possible, book returns remain open
* See SIRSI closing guide for WF closure
* Call post office/UPS/Northern Courier
* Consider stopping deliveries/outstanding orders
* If possible, purchase supplies to meet anticipated needs (PPE, cleaning supplies, equipment)
* WiFi will remain on and accessible to the public
* Consider updating policies and procedures in response to public health emergency
* Working staff reduced to essential personnel only to perform minimum basic operations
	+ Only director or designee retrieves book drop and processes material as needed/ materials must be quarantined for 7 days (this may change once we get better data)
	+ Post office run once per week
	+ Monitor buildings for security issues and building systems operations
		- Notify police department of closure
	+ Notices/signs posted on front door, send press release but do not advertise empty building
	+ Reduce/suspend janitorial services
	+ Water plants
* Non-essential staff telework from home as able
	+ Complete telework agreements with supervisors
	+ Maintain a regular work schedule as much as is possible
	+ Monitor emails
	+ Communication with public, training, exhibit planning, program planning, virtual programming, catalog maintenance, collection management, library material processing, projects, etc.
	+ Maintain a daily work log and send to Director at the end of every work week
	+ Catch up on all trainings and complete other recommended trainings
	+ Remote access provided to teleworkers upon request
	+ May request to arrange work materials or access to the building to get work materials as needed

##### **Phase 2 - Staff Return to Work in Buildings as allowed by city authorities**

* Building remains closed to public
* Establish work schedule for staff - must have minimum of 2 people in building for safety reasons
* **Staff in building must observe safety, hygienic, disinfecting and social distancing mandates/practices**
	+ PPE must be made available for all staff
	+ Staff must be trained to adhere to public health protocols
* Distant, digital, online and virtual programs, resources and services continue
* Establish phone answering hours if possible
* Resume regular clerk tasks
* Follow up with all fiscal, personnel, and statistical tasks as usual
* Continuing education
* Resume circulation tasks such as checkins and material processing, as able
	+ Minimal return to owning libraries within ALC--coordinate with ALC
	+ Minimal return of ILLs if able
	+ Loaning of materials to ALC libraries on hold
	+ Resume transits between Kenai and Soldotna
* No-contact curbside pickup/grab bags as able
* No-contact Summer Food Service Program
* No volunteer work in the building
* Staff prepare for Phases 3 and 4
	+ Practice normal opening/closing procedures before opening
	+ Signs about safety everywhere
* Test all public facing equipment to ensure it is in working order
* Janitorial services partially restored??

##### **Phase 3 - Limited contact as Health Emergency Continues**

(Doors may open under limited circumstances; specifics to be determined as guidance information is provided by City, DHSS,and the Office of the Governor)

* Maintain all personal health protocols, prescreen staff every morning
* Mitigation plan in place
* Cleaning/disinfecting schedule in place
* Curbside pickup continues/SFSP
* Virtual programs continue, no in-person programs
* No loitering
* Signs encourage extreme social distancing
* Access to computer, printer and scanner-appointments via phone/email
	+ Decide on hours--M-F 10-4
	+ 4 or 5 appts - *community room lab*
		- Appt on Excel sheet - name and phone number. Assign laptop number
		- Greet at door--explain process,
	+ Time limits - start with 90 min time slots, amend as needed
	+ Patrons asked to use masks and hand sanitizer
	+ Tape off 6ft boundaries and walkways
	+ Staff will remain 6ft distance and wear PPE
	+ Limited tech help only
	+ Staff sanitize after patrons leave
	+ At least 30 minutes between use to allow for disinfecting
* Closed stacks
	+ Lobby pickup may be considered
		- Limited number of patrons in the building
		- Patrons can request items at front desk or temporary station in hallway
		- Staff retrieve library material as requested
* Plexiglas barriers in place
* Utilize floor signs and painter’s tape to control flow of traffic, sidewalk chalk or traffic cones outside
* Furniture moved - Reduced public seating for social distancing
* Box up FOL books
* Surfaces cleared and as many items possible from work and public areas removed to reduce handling and disinfection process and promote social distancing:
	+ Toys, puzzles, coloring pages, crayons, colored pencils, etc.
	+ Brochures, bookmarks, pamphlets, flyers, etc.
	+ Board game collection?
* Accept donations for services in lieu of payment to reduce handling of cash??
* Restrooms open
* No volunteer work in building
* Janitorial services restored

**Phase 4 - Increased services - Express services**

* All utilize extra social distancing procedures
* Staff will remain 6ft distance and wear PPE when in main part of library
* Patrons wear masks
* Continue virtual only programs
* Continue curbside?
* Plexiglas barriers in place
* Floor signs in place
* Furniture moved - Reduced public seating for social distancing
* Reduced hours??
	+ Need at least 5 evening or weekend hours per PLAG requirements
* No loitering
* Browse the stacks - at your own risk.
	+ - Limited time and people--depending on Governor’s reopening phase
		- Signs about Express Use - 30 minutes only
* No meeting space access - City use or modified use only?Local holds and interlibrary loan services restored, as determined by ALC
* Accept donations for services in lieu of payment to reduce handling of cash
* May consider staggered shifts, especially if offering Saturday hours
* No volunteer work in building

##### **Phase 5 - Building Open to the Public,**

* Social distancing restrictions lifted (staff/public may continue practices as needed)
* All library staff, operations and services restored
* Meeting room use restored
* Public programs restored, virtual programs may continue
* All furniture restored, barriers removed
* Items, such as brochures, toys, puzzles, games, bookmarks, coloring pages, etc. restored
* All library services restored (enable ALC holds)
	+ See SIRSI closing guide for WF opening
	+ Call post office/UPS/Northern Courier to begin deliveries again
	+ Remove any deliveries/outstanding order holds
* All public technology access restored
* All borrowed patron laptops returned to public access use
* Volunteers arrange regular access/tasks
* Janitorial services restored

#####

#### **Staff Wellness check**

Do not enter the building and notify your supervisor as soon as possible if you display any symptoms related to COVID-19 or are diagnosed with COVID-19 as outlined in the **City of Kenai Workplace Response to COVID documents (see intranet)**.

**CDC Symptoms**: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>