**West Point Public Library – Phased Reopening Plan**

**Staff Prep for Return**

* Youth areas - remove all toys/games/puzzles and seating
* Move furniture, equipment, etc. to limit group interaction
* Prepare signage (restrooms closed, wash hands, use hand sanitizer, use masks – use ones created from CDC site)
* Block two computers
* Obtain all necessary PPE and sanitizing materials, including gloves, masks, hand sanitizer, and wipes.
* Set up the circulation desk and other areas in the library to encourage social distancing, patron spacing, order and install plexiglass shields, if needed
* Determine where returned items are to be quarantined
* Change settings in Apollo, SILO, and other software or technology, as needed

The West Point Pubic Library phased reopening plan will be reviewed by the director every two weeks to determine if the library can move to the next phase. This decision will be based on current COVID-19 data and recommendations; **all dates listed are tentative**. This plan is subject to change based on current COVID-19 restrictions. If at any time during this process, community infections increase, and the city/state deems it necessary to roll back services, we will revert to a previous phase level. Board and staff will be notified if such determinations are made. If patrons are not following guidelines, they will be asked to leave.

**Phase 1 (May 4)**

Library – Closed to Public

Staff – Limited staff working in library with social distancing rules and mandatory mask policy in effect to answer phones, process returns, prepare items for Lobby Pickup, prepare for SRP., etc. Reduced hours 12:00 – 5:00 PM M-W-F and any additional days/hours needed as determined by director.

Circulation – Online E-books/audiobooks and Lobby Pick up (M-W-F 1-3), no Inter Library Loans

Materials – Staff will use gloves and place all materials into designated quarantine area for 3 days

Programs – Online Only, continue to promote online materials through Website/Facebook

Returns – Only in Outside Book Drops

Computers – Closed to Public

Restrooms – Closed to Public

Conference Room – Closed to Public

**Phase 2 (June 1)**

Library – Open to the public by appointment (12-4), only for material checkout, with no more than 2 people scheduled at each 30-minute time slot. High traffic areas disinfected between appointments.

* Newspaper may be read, 30 minutes daily

Staff - Limited staff working in library with social distancing rules and mandatory mask policy in effect to answer phones, process returns, prepare items for Lobby Pickup, prepare for SRP., etc. Reduced hours 12:00 – 5:00 PM M – F any additional days/hours as needed determined by director.

Circulation – Online E-books/audiobooks, Lobby Pick up (M – F 1:00-4:00), in library, possible Inter Library Loans.

Materials – Staff will use gloves and place all materials into designated quarantine area for 3 days

Programs – Online (Zoom Preschool and School Age Story Time) and Grab n Go Summer Reading Program (weekly reading logs, make n take craft/experience). Story Walk around the Square. No in-person programming.

Returns – Only in Outside Book Drops

Computers – available by appointment (12 – 4 pm) and limited to 30 minutes daily. Only two computers available at one time due to social distancing. Keyboards and mice disinfected between patrons.

Restrooms – Closed to Public

Conference Room – Closed to Public

**Phase 3 (July 6)**

Library – Open to public (Monday – Friday 12-6 and Sat. 9-12)

* High Risk Patrons 12:00 -1:00 pm M-F, no more than 10 at one time
* General Public 1:00 – 6:00 pm M-F and 9 am – 12 pm Saturday, no more than 10 at one time

Staff – Full staff back to work with social distancing rules in effect and mandatory mask policy.

Circulation – Online ebooks/audiobooks and in-library

Materials – Staff will use gloves and place all materials into designated quarantine area for 3 days

Programs – Online (Zoom Preschool and School Age Story Time) and Grab n Go Summer Reading Program (weekly reading logs, make n take craft/experience). Story Walk around the Square. No in-person programming.

Returns – Only in Outside Book Drops

Computers – available by appointment (M-F 12 – 5 pm and Sat. 9 am -12 pm) and limited to 30 minutes daily. Only two computers available at one time due to social distancing. Keyboards and mice disinfected between patrons.

Restrooms – Open to Public

Conference Room – Open to gatherings of 10 or less people.

**Phase 4 (Sept. 8)**

Library – Open with full hours to public with possible capacity (10) and time limits (30 minutes per visit).

* Limited furniture and access to toys/games/puzzles

Staff – Full staff back to work with social distancing rules and mandatory mask policy in effect.

Circulation – Online ebooks/audiobooks and in-library

Programs – Consider small in-person group programming with registration requirements.

Returns – Only in outside book drops.

Computers – Computer time limited to 30 minutes daily. Three public computers available at one time due to social distancing. Keyboards and mice disinfected between patrons.

 Restrooms – Open to Public

Conference Room – Open to public

**Updates to Phase 4 on 3/9/2021**

\*return to normal computer time limit rules

\*all book returns open

**Phase 5 (Summer 2021)**

Library fully open and following normal operating procedures and policies.

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Approved by the West Point Public Library Board of Trustees on 5/12/2020

Updated on 8/11/2020

Updated on 3/09/2021