

REOPENING PHASES

Post-Safer At Home Order

STARTING JUNE 8, 2020

The Waterford Public Library (WPL) Board has an obligation to both the staff and public to provide a safe environment during the COVID-19 pandemic. Due to the nature and ongoing changes of dates and information from officials, this plan is a guideline only with dates and procedures subject to change on a moment's notice. Phases may be implemented in order, skipped, or reverted back to if prudent.

The goal of this plan is to re-open WPL in a safe manner while following guidelines from the CDC, Central Racine County Health Department, Rebound Racine County Task Force, and Wisconsin Economic Development Corporation for Public Facilities Guidelines. These measures are being put into place for the safety of the community.

WPL patrons and staff are recommended to continue following the guidelines from the CDC listed below:

- Cover any coughs and sneezes with your elbow.
- Wear a cloth face covering (*also recommended by the Central Racine County Health Department*).
- Use hand sanitizer available at WPL service desks.
- Maintain at least 6 feet of physical distance from staff and library patrons whenever possible.

PHASE 1

Starting Monday, June 8, 2020

1. Library hours: 9am – 8pm M/T/W/TH, 9am – 6pm F, 9am – 1pm S
2. Primary services: Curbside pickup, limited building access, online resources, reference/technology assistance via phone/email.
3. Policies and procedures: Staff will follow these cleaning and sanitizing guidelines from the Centers for Disease Control and Prevention, Wisconsin Department of Health Services, and Central Racine County Health Department:
 - a. Clipboard chart to schedule and staff initial when complete—list high touch areas to be sanitized (include outside book drop), bathroom cleaning schedule, and sanitizing styluses for self-checkout.
 - b. Staffing: Full scheduled hours for all employees. Employees with a fever or any other symptoms of COVID-19 will not be permitted to work. Employees exposed to COVID-19 should contact the Central Racine County Health Department for guidance as to whether testing and/or self-quarantine is needed before returning to work. Please call (262) 898-4460 Monday through Friday from 8am – 4:30pm to reach the clinic nurse.
 - c. Public access: 25% capacity or 60 patrons.
 - d. Curbside pickup service will continue during open library hours.
 - e. Plexiglas shields will be added to all service desks.
 - f. No donated materials will be accepted at this time.

- g. Seating will be distributed for social distancing and placed into the Community Room for storage.
 - h. All toys and tables in the children's area will be removed and put into storage.
 - i. All seating in the teen area will be removed and put into storage.
 - j. Limited face-to-face programming with registration will be required for most programs.
 - k. Material quarantining, minimum 24 hours for all returns.
 - l. Encourage use of self-checkout station with stylus—these will be disinfected between uses.
 - m. Computer usage will be spaced out to maintain social distancing with privacy shields around each available station. In total, there will be eight computers available in the adult and juvenile areas.
 - n. Returns will only be accepted in designated receptacles.
 - o. No external use of Community Room, Storytelling Room, History Room, Microfilm Room, or library building.
 - p. Study rooms: No more than one person to reserve/use the two study rooms, unless they are members of the same family.
 - q. Personal electronic devices: No touching of personal electronic devices for purposes of wireless printing, clarification, general help, etc., unless wearing gloves and a face mask.
 - r. Face masks will be recommended for all staff when not behind sneeze guards, at their personal desks, or in staff-only areas.
 - s. If there are too many issues controlling access, or if too many staff are out sick or need to self-quarantine and it hinders staffing for running both curbside pickup and inside library operations, curbside pickup has priority.
4. Plan for possible closure: Full-time and part-time staff with exposure to COVID-19 will be paid for their missed shifts during the recommended quarantine period, at the Library Director's discretion. If a staff member is diagnosed with COVID-19, the library will close for a minimum of 48 hours, up to a maximum of four days. This will allow the library to be empty of people at least 24 hours after notification and then 24 hours to deep clean, following guidelines from the CDC and Wisconsin Department of Public Instruction. In the event that the Central Racine County Health Department recommends or requires non-essential businesses to close to the public, the library will immediately comply. If it is permissible, we will continue to offer curbside pickup to our patrons.

PHASE 2

Start date to be decided by Library Board.

Continue procedures from Phase I, except:

1. Public access: 50% capacity or 120 patrons.
2. Ensure social distancing continues.
3. Cleaning and sanitizing procedures continue.
4. Cloth masks continue to be encouraged.
5. Promotion of curbside pickup as the best way to check out library materials.
6. Limited external use of Storytelling Room and History Room with a maximum of 10 people in each room. (Continued no external use of Community Room or Microfilm Room.)

7. Study rooms: No more than four people permitted together in the study rooms at one time. Restriction lifted of being members of the same family.
8. Continue limited in-person programming through the end of August, extension TBD by the Library Board at that time.

Phase 3

Start date to be decided by Library Board.

Full service restored and social distancing practices lifted. Resume public access, programs, and activities in the building.