

PANDEMIC POLICY

Due to the unprecedented Covid-19 virus outbreak of 2020, the following policies will be enforced until the time it is deemed safe to stop.

EMPLOYEES

1. Employees should be screened with temperature check at beginning of shift.
2. Anyone who has symptoms – cough, fever, runny nose, etc., should self quarantine and only return to work when symptom free.
3. Employees shall wear protective face masks during working hours. A clean face mask should be used each shift.
4. Hand washing should be performed after each time of touching items brought back in to the library, and after interacting with patrons. If hand washing is not performed, use of sanitizer is required.
5. There is no eating allowed at any work station. Breaks should be taken up stairs in the conference room.
6. If self quarantine is necessary, vacation time may be used.
7. Employees will disinfect surfaces (door handles, desktop, etc) after each patron leaves the building.

RETURN OF MATERIALS

1. All returns must come through the exterior book drop box.
2. Staff will empty the drop box twice per day (more if needed) and quarantine the items in the Conference room in dated sections. Items will remain in quarantine for 3 days. Once items have completed quarantine they will be wiped down with disinfectant and checked in.
3. Items will be reshelfed.

PHASE 1: CURBSIDE DELIVERY

1. Patrons may order materials by calling on the phone or reserving through Agent. We will limit each patron to 5 DVDs and 5 books/magazines/audiobooks per transaction.
2. Staff will work to check out items requested by patrons and place them in bags with patron names on them.
3. Staff will place bags on the table in the vestibule at appointed times for patron pick up, or deliver to cars.
4. Staff will not accept returns - all returns must come through book drop so they can be quarantined.

PHASE 2: REOPENING TO PUBLIC AT LIMITED CAPACITY

1. Plexiglas shields have been installed at the service desk. Staff should use book carts to block open desk entrances from patrons. Office doors between public and staff spaces will remain closed when not in use.
2. Patrons requiring computer assistance will only receive as much assistance as the staff can provide by showing on their computer at the desk, or verbally.
3. Only staff will be allowed to use the copy machine. Staff can make copies for patrons.
4. Staff will sanitize touch points within the building at least twice daily.
5. The Conference Room and upstairs will be closed until future notice to patrons.
6. Patrons are encouraged to practice social distancing, as shown on Covid 19 posters throughout the building.
7. Signs will be posted requesting that patrons wear masks to protect staff, other patrons, and themselves.
8. Programming will only exist online or in whatever capacity we can supply to the patrons homes/outside the building with no staff contact.

PHASE 3: BACK TO BUSINESS AS USUAL

1. Plexiglas shields may or may not remain, we will have to assess at the time.
2. The conference room and upstairs will be open to the public.
3. Library programming will return to normal.

PATRONS

1. Patrons are encouraged to reserve books on line, or call to reserve. Books that have been reserved may be picked up by appointment.
2. The library will allow no more than 5 patrons in the building at one time during PHASE 1.
3. Patrons will be asked to use hand sanitizer upon entering the building.
4. While browsing, patrons will be asked to touch only those books they will be borrowing.
5. Patrons are asked to try to remain 6 feet apart while in the building, observing CDC guidelines for Covid-19.

COMPUTER USE

1. Patrons are encouraged to social distance, remaining 6 feet apart.
2. Patrons are asked to use hand sanitizer before signing in for computer use.
3. Patrons are asked to use disinfectant wipes to wipe down keyboard, mouse and any surface they touch prior to computer use, as well as after.

There are no timelines on any of the phases as these will depend on what is going on at the current time with the health of the community, various Executive Orders, and the guidelines of the Saginaw County Health Department.