

POLICY 9.0 : LIBRARY RE-OPENING POLICY-PANDEMIC

9.1 PURPOSE: Michigan Public Libraries have been closed to the public pursuant to a series of executive orders. The Library anticipates that those restrictions, once lifted, will allow the Library to resume public library services once again. This policy establishes the steps, plans, and protocols the Library may take to protect its staff, patrons, and the Library itself once it reopens.

9.1 RESUMING LIBRARY SERVICE: Before re-opening to the public or to non-essential staff, and as we move through the re-opening plan, the Library Director will establish regulations and implement the following:

Cleaning Protocols: Establish cleaning protocols that include regular cleaning of objects and areas that are frequently used, such as bathrooms, public computers, railings, door handles, counters, and other areas. This may include removing objects or materials from public areas or wiping areas down. The cleaning protocols may change as health and safety issues evolve and may be performed by staff, by contracted cleaning personnel, or by Director.

Returned Materials: develop a protocol for addressing returned material, including the cleaning and/or quarantining of these materials for specific periods of time.

Assess Needs: Assess the condition of the Library and tasks that need to be done prior to the opening of the library to the public. This includes making certain that adequate PPE (personal protective equipment) are available, including disinfectant, hand sanitizer, masks, gloves and other supplies/equipment.

Social Distancing: Steps to implement social distancing when required by mandates/law or the reopening plan. This may involve removing or rearranging furniture and computer stations, installing plexiglass sneeze guards, marking six (6) foot intervals to assure proper distancing, providing traffic control arrows and markers when possible, and other protocols as developed and needed.

Notice to Patrons: Post notices on the door of the library, on social media sites, and on the Library website, keeping patrons informed of regulations of patron conduct for each stage of the opening plan.

9.3 REOPENING STAGES: The library board has adopted the reopening plan as the basic structure for reopening the library in phases. It is stated in the plan that the Library Director has the authority to modify the plan. This reopening plan, along with any modification, and the Exposure Prevention, Preparedness and Response Plan will govern the use of the Library. Violations of these plans may result in suspension of library privileges.

9.4 ROLE OF THE LIBRARY DIRECTOR: The Library Director (or other person appointed by the Library Board) will monitor and coordinate events surrounding the Library's reopening. The Director has authority over the following:

Modification to Stages of Reopening: The Library Director may modify in writing any services, protocols, or other parts of the Library's reopening plan. The Director will also be allowed to determine the appropriate time to move on to the next stage or to move back to a previous stage if needed. The Board will be kept abreast of changes as they occur.

Staffing Levels: The Director has the authority to address and determine appropriate staffing levels for each stage of the reopening and if staff can perform required work duties from home or must work in-person.

Cancelation or Limitation of Services: Even after the Library reopens and the board has approved the plan for doing so, the Director may cancel or postpone programs or services to ensure the safety and security of the staff and the patrons. The Director will use all reasonable efforts to post these changes on the Library doors, social media sites, and website.

Library Closure: The Director has the authority to close the Library temporarily for a maximum of fourteen (14) days without prior Board approval. The Director will inform the President of the reason a duration of closure. If the Library does not reopen, the Library Board may meet to determine whether the Library Director’s decision to close will be extended or whether the Library will be reopened bore the time recommended by the Director. This closure may be due to a specific incident or a recurrence of an infection disease within the Library or community. The Director will use reasonable efforts to post closure notices at the library, on social media, and on the website.

Consultation: The decision to limit or cancel services, move through the stages of the Reopening Plan, close the Library, or adopt additional protocols may be based on recommendations made regarding the pandemic by the Center for Disease Control I(CDC), local health officials, the Library Board, the Michigan Library Association, The American Library Association, or other reputable sources.

9.5 ENFORCEMENT: Patrons may not enter the Library or may be required to leave if they are not in compliance with any safety protocols or requirements in the Policy, Reopening Plan, the COVID-19 Exposure Prevention, Preparedness and Response Plan, or modifications of the plan made by the Director as allowed above. If any patron receives a warning or has privileges suspended or limited, the Library shall fill out an incident report and provide written notice to the patron of the violation if possible. If the Library does not have the ability to give written notice, the report will indicate when verbal notice was provided. The Library may provide additional suspension periods for subsequent violations of the same rule or requirement.

9.6 RIGHT OF APPEAL: Patrons may appeal the decision to remove a patron or deny access to the library by sending a written appeal to the library board withgo ten (10) days of the date privileges were revoked, denied, or limited. The appeal must be sent to the President of the Library Board. The decision of the Library Board is final.

9.9 APPLICABILITY: Unless specifically addressed in this policy, this policy is not intended to govern or regulate specific employment issues or policies involved when staff return to work. All existing policies shall stay in effect unless in conflict with this policy.

POLICY # 9.0	Policy Title-Reopening Policy-Pandemic	Approved by Board: 6-1-2020
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