

WAKEFIELD PUBLIC LIBRARY
REOPENING PLAN - PANDEMIC

The following is the reopening plan approved by the Wakefield Public Library Board. If an executive order is in effect, all elements of the executive order will be followed and the executive order will control if there is a conflict. The Reopening Plan only applies if permitted by law or executive order.

Requirements During All Stages.

- A. Per the CDC guidelines, patrons with an infectious illness such as the flu must not enter the Library until at least twenty-four (24) hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications.
- B. Patrons should not enter the Library with symptoms of an infectious disease.
- C. The Library shall provide notice on the Library doors of the patron responsibility requirements currently in effect. The Library Director has authority to approve the requirements and notices.
- D. Any requirements for staff safety precautions will be adopted separately and the staff will be informed.
- E. The Library Director shall determine the cleaning protocols for all stages.

Stage 1 - Staff Returning, Closed to the Public

Stay home order lifted. During this stage, the Library will be closed to the public either by executive order, by motion of the Library Board, or by the Library Director pursuant to the Reopening Policy.

- A. Employees. Staff may return to the Library. However, the Library Director in conjunction with the Board will determine who may return and according to the schedule created by the Library Director. Shifts will be staggered to ensure social distancing and emphasis will be placed on minimal levels of in-person staff.
- B. Activities Permitted. • Restart deliveries and mail. • Address administrative backlog. • Address material backlog and return all library materials to home locations. • PPE (Personal Protection Equipment) Inventory completed and supply ordering. • Staff training regarding social distancing guidelines will be carried out. • Updating collections, patron databases and other library maintenance functions. • Resume the interlibrary loan process (if possible, following guidance from MCLS). • Maintenance activities may resume if permitted by executive order. • The Library will continue providing virtual programming and patron services including WIFI in the parking area. • Virtual programming off-site; virtual programming can be created on-site. • In-person programming remains suspended.
- C. Social Distancing and Safety Protocols. • The Library Director will take steps to implement social distancing protocols. • The staff workspace shall be configured to maintain social distancing requirements of six (6) feet if possible. • The Library will begin to implement social distancing protocols in the Library in anticipation of patrons returning which may include: a. Removing or

rearranging chairs and tables and computer stations. b. Blocking off areas/furniture. c. Adding sneeze guards and plastic screens. d. Adding signage to indicate waiting areas, six (6) foot spacing.

- D. Hours of Operation. The Library will not have any public hours of operation.

Stage 2 - Curbside Pickup and Limited Patron Services. Building Still Closed to the Public

- A. Employees. All staff are permitted to return to work according to the schedule created by the Library Director. Shifts will be staggered to ensure social distancing and emphasis will be placed on minimal levels of in-person staff.
- B. Activities Permitted. In addition to previously authorized activities, the Library may include the following activities: • Curbside pick-up is permitted. • Answer phones and respond to patrons' reference questions. • Book drop open for returning materials. The Library Director will establish the protocols for quarantine and cleaning of returned materials. • Shifts will be staggered to ensure adequate staffing for managing the new material quarantine and cleaning protocol. • The Library will address any policy or temporary measures involving fee forgiveness and library card expirations dates will be addressed. • In-person programming remains suspended.
- C. Social Distancing and Safety Protocols. The protocols for Stage 1 will remain in place. In addition: • Patrons and staff shall remain six (6) feet apart. • The Library shall specify waiting areas for curbside pickup. • The Library may remove items such as stuffed animals and binoculars from circulation.
- D. Hours of Operation. The Library Board establishes the following as the hours for curbside pickup, but this may be modified by the Library Director: Weekdays 3pm-5pm.

Stage 3 – Library Open to the Public with Limitations

- A. Employees. All staff are permitted to return to work according to the schedule created by the Library Director. Shifts will be staggered to ensure social distancing and emphasis will be placed on minimal levels of in-person staff.
- B. Activities Permitted. In addition to previously authorized activities, the Library may include the following activities: • Patrons may enter the Library. • Patrons may have in-person conversations with Library staff, provided that social distancing and Safety Protocols are followed. • Curbside pickup service continues as an option for patrons.
- C. Social Distancing and Safety Protocols. The protocols for the prior stages will remain in place. In addition, • Patrons will be required to wear masks; the Library may provide masks if supplies are available. • Patrons must stay six (6) feet away from all staff and other patrons. Social distancing rules apply. • The Library will mark places where people are likely to gather in line to identify the proper social distancing. • A limit on the number of patrons permitted in the Library at a time may be posted, and all others must wait outside the Library. • Patrons will use their best efforts to come to the Library with the least number of people. • Computer terminals will

be located six (6) feet from any other computer or work station. The Library Director may suspend service on any computers that cannot be relocated to a safe distance. The Library will use its best efforts to clean computer terminals between uses. • Food and beverage is not permitted unless necessary for medical reasons. Library coffee vending area will be closed. • In-person programming remains suspended.

- D. Hours of Operation. The Library Board establishes the following as the hours but this may be modified by the Library Director: Regular Library Operating Hours

Stage 4 - Library Open for Regular Business

- All Library services resume without restrictions.
- Curbside pickup discontinued.
- Regular Library Operating Hours resume or continue.
- In-person programming resumes.

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Adopted by the Wakefield Public Library Board: June 11, 2020