

Northwood Public Library Phased Reopening Plan

The Northwood Public Library closed to the public March 20, 2020 due to the coronavirus pandemic. After Governor Kim Reynold's proclamation to close libraries on April 6th, the library discontinued the 1 day a week curbside services that had only been offered once on April 6th. The library remained closed to the public until May 4th. We will be implementing a phased reopening of the library.

Phase 1- May 4th 2020 Curbside services offered.

Offered Mondays 1:00-5:00 and Thursdays 1:00-6:00. Patrons are not permitted in the building. Patrons call, e-mail or message ahead of time to request items and designate time for pick-up. Staff brings items to patrons who remain outside. Returned items sit to decontaminate for 2 weeks before checked in and available for check out again.

Phase 2- June 1st 2020 Partial opening with limited services and curbside still provided.

Curbside will be offered Mondays from 1:00-5:00 and Thursdays from 1:00-6:00, and we will begin offering entry to the library on Tuesdays from 1:00-6:00 and Fridays from 1:00-5:00.

Computers, the restrooms, the reading room, kids' toys/games and the makerspace will remain closed to the public. The number of patrons in the library at one time will be limited to 10. If a person feels sick, then they should NOT enter the library especially if one has a fever over 100.4° or other COVID-19 symptoms. Those visiting must practice social distancing of maintaining 6 feet distance from others and practicing good hygiene. Masks are also encouraged but not required. We ask patrons to limit their time spent in the library and keep their visit to 15 minutes or less. Children under 16 must be accompanied by an adult.

All returns must be dropped off in the drop box. Do NOT set returned items on the circulation counter. We will be increasing our disinfecting of surfaces, and returned library books and DVDs will be set aside for 1 week to allow for decontamination.

Phase 3- July 1st 2020 Added services and opening times.

The library will be open to the public Mondays & Fridays 1-5:00, Tuesdays & Thursdays 1-6:00. Curbside will continue to be offered during all open hours, please call ahead if you want your books picked out and brought out to your car for you. If you have a temperature over 100.4° or exhibit any symptoms associated with COVID-19 DO NOT enter the library.

Computers will be available by appointment only and for a 30-minute time limit. Please call ahead to reserve your time because only 1 computer will be available at a time due to the close proximity of the other computers. Computers will be disinfected after each use and users must sanitize hands before using and wear a mask.

The restrooms, reading room, kids' toys/games and makerspace will remain closed to the public. The number of patrons in the library at one time will continue to be limited to 10. Those visiting must practice social distancing of maintaining 6 feet distance from others and practice good hygiene. Masks are encouraged but not required. Patrons should limit time in the library to under 30 minutes. Children under the age of 14 must be accompanied by an adult.

All returns must be dropped off in the drop box. Please DO NOT set returned items on the circulation counter. We will continue to frequently disinfect common surfaces. All returned library books and other items will be set aside for 1 week to allow for decontamination before being checked in.

****September 14th 2020~ Open for Saturdays from 10:00-2:00 pm. And quarantine books for 3 days instead of 1 week.***

*November 2020- City council approved COVID-19 guidelines shared with staff and library board. The library board decided that if a positive test occurs within the library staff then the library will close for 2 weeks and reevaluate opening after the guidelines have been followed. When considering a switch of services to curbside director will consider the city and other local government decisions. If school closes due to COVID the director should strongly consider switching to curbside.

Phase 4- May 1st 2021 Reopen fully to the public with some restrictions

The library hours return to normal May 1st, 2021 which are as follows: Mondays & Fridays 1:00-5:00 pm, Tuesdays & Thursdays 10:00 am-7:00 pm, and Saturdays 10:00 am- 2:00 pm. Curbside will continue to be offered to anyone wishing to utilize the service. Patrons should call, e-mail, or Facebook message requests and schedule a time for pick-up during open hours.

Anyone who has tested positive or had direct exposure to someone who has tested positive for COVID-19 must either complete the required quarantine period or test negative before entering the library. Anyone exhibiting 2 or more symptoms of COVID-19 should not enter the library until symptoms are gone.

The reading room and restrooms are now open to the public, but kids' toys/games and makerspace will remain closed. Masks are encouraged but not required. Those visiting should practice social distancing and good hygiene.

Computers will be available for a 30-minute time slot (and up to 1 hour if no one is waiting). You may call ahead to reserve your time otherwise computers will be utilized on a first-come-first-serve basis. Only 2 computers will be used at a time to maintain social distancing. Users should wear a mask while using the computer and computers will be disinfected after each use.

All returns must be dropped off in the drop box. Please DO NOT set returned items on the circulation counter. All returned library books and other items will be set aside overnight to allow for decontamination before being checked in.

*If a positive test occurs to any library staff, then the library will close for the required quarantine timeframe, following DPH & CDC guidelines.

**At any time the library may return back to other phases of our reopening plan as deemed necessary. The director will consider the city and other local government decisions to determine when to do so. If school closes due to COVID-19 then the director will strongly consider switching to curbside services only.