

**EXHIBIT A**  
**REOPENING PLAN**

The following is the reopening plan approved by the Library Board ("Reopening Plan"). 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. This Reopening Plan is not intended to supersede or change any Library employment policies.

**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. Closed to the Public.**

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. Non-essential staff may return to the Library. However, the Library Director will determine who may return and according to the schedule adopted by the Library Director.
- B. Activities Permitted:
  - 1. Landscaping and other outside maintenance activities may resume if permitted by executive order.
  - 2. Inside maintenance activities may also resume if permitted by executive order.
  - 3. The Library can continue providing WIFI in the parking lot areas.
  - 4. Continuing essential functions.

C. Social Distancing and Safety Protocols.

1. The Library Director will take steps to implement social distancing protocols.
2. The staff workspace shall be configured to maintain social distancing requirements of six (6) feet if possible.
3. 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.
  - b. Assessing what computer terminals may be used.
  - c. Blocking off areas/furniture.
  - d. Adding plastic screens.
  - e. Mark waiting areas to show the six (6) foot spacing.
  - f. Provide “traffic control” designations, such as arrows showing one way travel in certain areas of the Library in order to maintain social distancing.

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

**Stage 2. Staff Returning; Patron In-Person Services Still Suspended.**

A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director.

B. Activities Permitted:

1. Updating collections.
2. Updating patron databases.
3. Shelving books.
4. Transferring materials to Library databases to the extent they were stored separately while at home.
5. Answer phones and respond to patrons’ reference questions.
6. Review upcoming programs that may need to be cancelled or modified and review any contracts related to such programs.
7. Resume the interlibrary loan process (if practical or possible).
8. Assess whether the Library has adequate masks, gloves, and hand sanitizer to serve the public and staff.

- C. Social Distancing and Safety Protocols. The protocols for Stage 1 will remain in place.
- D. Hours of Operation. The Library will not have any public hours of operation.

**Stage 3: Curbside Pick Up and Limited Patron Services. Library Building Still Closed to the Public.**

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director.
- B. Activities Permitted. In addition to previously authorized activities, the Library may include the following activities:
  - 1. Curbside delivery and/or pick up is permitted.
  - 2. Patrons are permitted to return Library materials. The Library Director will establish the protocols for returned material.
  - 3. The Library will address any policy or temporary measures involving fee forgiveness or suspension.
- C. Social Distancing and Safety Protocols. The protocols for Stage 1 will remain in place. In addition:
  - 1. Patrons and staff shall remain six (6) feet apart.
  - 2. Patrons shall be required to wear a mask when engaging in curbside pickup.
  - 3. The Library shall mark waiting areas for cars and other curbside pickup issues.
- 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:
  - Hours:
  - Monday 12-4pm
  - Tuesday 2-6pm
  - Wednesday 12-4pm,
  - Thursday 2-6pm
  - Friday 12-4pm.

**Commented [AS1]:** The Library may determine whether delivery is permitted or only pickup.

**Stage 4: Limited Lobby or Atrium Space Open.**

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director.
- B. Activities Permitted. In addition to previously authorized activities, the Library may include the following activities:

1. Patrons may enter the Library but will be limited to a specific area in the Library.
2. Patrons may have in-person conversations with Library staff, provided that social distancing and Safety Protocols are followed.
3. The Library may have access to computers for research or to look up and request library material

**Commented [AS2]:** This may not be possible for all libraries but is merely a suggestion.

C. Social Distancing and Safety Protocols. The protocols for the prior stages will remain in place. In addition,

1. Patrons will be required to wear masks; the Library will provide masks if supplies are available.
2. Patrons must stay six (6) feet away from all staff and other patrons. Social distancing rules apply. The Library will provide a barrier for in-person discussions if a barrier can be obtained.
3. The Library will mark places where people are likely to gather in line to identify the proper social distancing. This includes "traffic."
4. Only \_\_\_\_ patrons will be permitted in the Library at a time, and all others must wait outside the Library.
5. Patrons will use their best efforts to come to the Library with the least number of people.
6. Computer terminals will be located six (6) feet from any other computer or work station. The Library will use its best efforts to clean computer terminals between uses.
7. Food and beverage is not permitted unless necessary for medical reasons.

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

**[insert schedule]**

#### **Stage 5: Library Open to Public With Conditions.**

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director.
- B. Activities Permitted. In addition to previously authorized activities, the Library may open for additional activities:
  1. Programming that is in-person.
  2. Meeting room use for Library only sponsored events.

3. The computers will be open for public use. All computer terminals will be located six (6) feet apart. The Library Director may suspend service on any computers that cannot be relocated to a safe distance.
  4. The Library Director may open up additional parts the library building for public use.
- C. Social Distancing and Safety Protocols. The protocols for the prior stages will remain in place.
- D. Hours of Operation. The Library Board establishes the following as the hours but this may be modified by the Library Director:

**[insert schedule]**

**Stage 6: Library Open for Regular Business.** At this stage, the Library can reopen with the same services as normal. All Library service can resume without restrictions.

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Approved by the Library Board of Trustees on May 26, 2020