



OTSEGO DISTRICT PUBLIC LIBRARY

PHASED REOPENING PLAN

ALL PHASES/DATES/SERVICES MAY BE SUBJECT TO CHANGE,
Evolving Situation, Monitored Daily.

PHASE ONE: DURING SHELTER AT HOME CURRENT

- Public services limited to digital interactions.
- Hoopla checkout limits doubled and Hoopla budget increased.

PHASE TWO: SHELTER AT HOME LIFTED:

FIRST, the Allegan County Health Department should give the okay for staff to return to work with the proper safety and social distancing procedures in place.

SECOND, the Library must have enough PPE to protect staff: infrared thermometer, hand sanitizers, soap, gloves, masks, sanitizing wipes, disinfectant spray, to last for at minimum one month, so as to provide enough time to order more as necessary.

At the all clear on both of these, the library will open to staff the following Monday after Shelter at Home is lifted or as soon as possible, as both of these steps are all clear, if delayed by either of the first two key triggers to reopen to staff.

First Week

POSSIBLE REOPEN DATE JUNE 1

- Outdoor Book Drop Will Reopen. Items will be quarantined for 72 hours before being checked in and shelved. No other changes for patron services, staff returns to work.

PHASE THREE: DRIVE UP WINDOW OPENS

One Week after Shelter at Home is Lifted

POSSIBLE DATE JUNE 8

- Drive Up Window Opens for patrons to pick up materials. (Located behind Book Drop)
- All Book Returns must go in thru the Outdoor Book Drop, not the Drive Up Window.
- No Friends of the library book donations.
- Public Service hours at the window will be condensed from regular open hours.
- Summer Reading Program and some other programs (ie take-out crafts) will be offered through the Drive Up Window. Summer Reading Program will be done digitally via Wandoo Reader.

PHASE FOUR: LIBRARY OPENS IN A SOCIAL DISTANCE MODEL

Date Unknown

When determined safe by Allegan County Health Department and enough PPE available for community and staff use:

- Computer stations will be limited to every other station, and sanitized after each use. Time on computers will be shortened. PC Appointments may be a consideration.
- Building capacity limits may be set, and masks for those who can medically tolerate them, requested.
- Patrons will be encouraged to take materials home to read rather than linger or meet in library.
- Some interactive areas of the library will be closed to the public: Early Literacy Center, comfortable seating in storage, games, coffee area, etc.
- Library use may be limited to choosing materials and picking up, study, wifi and computer use.
- Friends of the Library Store may remain closed until full service model, or limited to only one volunteer, depending on building capacity limits.
- No Friends of the Library book donations.
- Outdoor Book drop only.
- Library will consider some programming in "drive-up" model, ie Lyrics on the Lawn radio broadcast to cars in the parking lot.
- Drive Up Window encouraged and continued.
- Condensed Library Hours remain in effect.
- Library continues to quarantine returned materials for 72 hours.

PHASE FIVE: LIBRARY OPENS TO FULL SERVICE MODEL

Date Unknown

When Determined Safe by Allegan County Health Department and Group Gathering Restrictions are lifted by State of MI. Some parts of phase five may return sooner than others.

- Library stops quarantining returned materials
- Friends donations are allowed again
- Indoor Book Drop reopens, Drive Up Window encouraged and continued.
- Library comfortable seating and all computer stations available
- Reading, coffee area, Early Literacy Center and other regular library usage returns.
- Regular library programs and room rentals return
- Employee Break Room returns as regular break room space.
- Regular Library Hours return.

If Government restrictions are again imposed in the fall, the library may return to any of these phases as necessary to protect the health and safety of the staff and community members.