

Otsego District Public Library

Phased Reopening Plan



PHASE ONE **DURING SHELTER AT HOME**

Public services limited to digital interactions

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 a 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 - Staff return to building **JUNE 8**

- Staff return to building and work full hours on preparing for curbside, cleaning, organizing, projects.
- Book drop reopens **JUNE 10**. Items quarantined for 72 hours before being checked in until Phase 5.
- Patrons can begin placing holds during this week for drive up window to open the following week.

PHASE THREE **DRIVE UP WINDOW OPENS**

One Week after Shelter at Home is lifted **JUNE 15**

- Drive Up Window in break room opens.
- Public Service hours at the window will be condensed from 58 to 45 hours with the following open curbside window hours:
Monday - Friday · 10 AM - 6 PM and Sat 10 AM - 3 PM
- 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.
- All Book Returns go in thru the Outdoor Book Drop.
- Friends Store will be closed and donations not accepted during this phase.

PHASED REOPENING PLAN

PHASE FOUR **LIBRARY OPENS IN A SOCIAL DISTANCE MODEL**

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.
- Building capacity rules will be followed, patrons may be requested to limit to one family member and masks may be requested. Patrons may receive a time limit on building use.
- Staff will have two members on circulation desk, and all service points will continue to wear masks as long as advised to do so by state officials.
- Some interactive areas of the library will be closed to the public: Early Literacy Center, comfortable seating, games, coffee area, etc.
- Library use will be limited to choosing materials and picking up, study, wifi and computer use.
- Patrons will be encouraged to take materials home to read rather than linger or meet in library.
- All patrons will primarily use the self-checkout stations. Staff will assist as needed but materials will not be handed back and forth between patrons and staff.
- Friends Store will be closed and donations not accepted during this phase.
- Outdoor Book drop only. No indoor book drop use or handing materials to staff at desk.
- Drive Up Window encouraged and continued.
- Condensed Library Hours remain in effect.



PHASE FIVE **LIBRARY OPENS TO FULL SERVICE MODEL**

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, Friends store reopens.
- 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
- 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.