

The length of each stage is undetermined. Progression from one stage to the next will depend on the pandemic and guidance from the Minnesota Department of Health and the Governor's Office. Should Covid 19 cases rise again, resulting in reinstating restrictions, the Library would then move back to the appropriate stage.

Stage 1 Stay At Home Order in Place

No gatherings of people outside of immediate households

- Library closed to the public and staff mostly working from home
- Library staff stagger work schedules in the library and working from home
- Resume curbside service with 2 library staff in the library, practicing extreme social distancing and wearing cloth masks and gloves
 - Cloth masks and gloves are provided to employees, but employees are required to wash them after each use
- Require all returns in outside book drop
- Provide phone and virtual reference services as needed
- Offer virtual programming on social media and website
- Share factual information about the pandemic and executive orders on social media and website
- Handle mail
- Process new materials
- Clean DVDs and books as they come in and quarantine for at least 24-72 hours
- Order barriers and cleaning supplies as needed

Stage 2 Stay At Home Order Lifted, But Extensive Social Distancing Required OR Stay at Home Order Still in Place, But Relaxed Business Guidelines

Gatherings of no more than 10 people (or Small Family Gatherings)

- Library still closed to the public
- All staff resume work in the building, practicing social distancing and wearing cloth masks and gloves
 - Permit library staff to work from home
- Continue curbside service with safety precautions
- Require all returns in outside book drop
- Continue to provide phone and virtual reference services as needed
- Continue to offer virtual programming on social media and website
- Continue to share factual information about the pandemic and executive orders on social media and website
- Handle mail
- Continue to process new materials

- Continue to clean DVDs and books as they come in and quarantine for at least 24-72 hours
- Weed and inventory collection
- Rearrange space to discourage gathering and ensure social distancing and promote public health
 - Install sneeze shields and scanner stands at circulation desks
 - Put a barrier between circulation desks (pet/child gate?)
 - Install sneeze shields/privacy screens at public computers
 - Rearrange furniture in library to ensure social distancing
 - Put keyboard covers on all computers to make it easier to clean without ruining the hardware
 - Chairs and couches temporarily stored in meeting room to discourage lounging
 - Play cube, puzzles, and puppets put in storage
 - Cover ipacs to discourage their use and replace with iPads set up on tables near the entrance
 - Cover inside book drop slot
 - Place hand sanitizer near front entrance
 - Post signs reminding patrons to wash hands, cover coughs and sneezes, and use hand sanitizer upon entry into building
- Deep clean library
 - Sanitize all workers' surfaces
 - Sanitize public computer stations
 - Tidy worker areas to make cleaning and sanitizing easier and more effective
- Resume Libraries on Wheels service to vulnerable patrons with library staff delivering and using extensive precautions
 - Items left outside of patrons' doors
 - Items delivered in paper bags
 - Library employee who delivers wears mask and gloves to deliver items

Stage 3 Soft Open of the Library, Limited Physical Services

Gatherings of no more than 50 people (or Places of Worship)

- Library open to public, with extra precautions
 - Strongly advise public to wear masks when in the building
- All staff work in the building, practicing social distancing and wearing cloth masks and gloves until the Health Department deems it safe to stop the practice
 - Permit high risk staff to work from home whenever possible
- Continue limited open hours to ensure extra time for library cleaning and sanitation
- Separate hours for vulnerable populations to use the library
- Limit number of public allowed in the library at one time to ensure social distancing
 - Library use limited to searching/browsing the collection to check out materials and limited computer use

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- Limit public computer use to 3 computers at a time and sanitize stations after each use
 - Require computer reservations
 - No computer help will be offered unless through screen sharing technology(?)
- Set tape lines 6 feet in front of circulation desks to ensure social distancing
- Require all returns in outside book drop
- Look patrons up by name rather than scanning library cards
- Set up iPads on tables set 6 feet apart as temporary ipacs along entry
- Discourage group meetings (book groups) in the library
- No meeting room reservations
- Continue to offer virtual programming on social media and website
 - Consider extending programs to outside in cases where social distancing would be reasonable
- Continue to share factual information about the pandemic and executive orders on social media and website
- Continue curbside service for vulnerable patrons
- Phone and virtual reference services continue, but extend reference to interactions with sneeze shield in place
- Continue to clean DVDs and books as they come in and quarantine for at least 24-72 hours

Stage 4 Library Open

No distancing limits (or Sporting Events)

- Business as usual, all library services for the general public are provided as normal and as scheduled
- Separate hours for vulnerable populations to use the library
- Continue curbside service for vulnerable patrons until pandemic risk is eliminated
- Consider how virtual programs fit into future library offerings