

# Zumbrota Public Library – Phased Reopening Plan

## Phase 1 (May 4 – May 31)

- Continue to allow lobby checkout of new materials (need limits?)
- Continue to allow lobby pickup services
- Library will allow patrons in the building by appointment only (see procedures below)
- Staff will be *required* to wear masks while serving the public
- Extend all due dates until June 8 (1 week after Phase 2 open)
- Reconfigure entry/exit points – public must enter through meeting room and exit through normal exit doors; this will require signage and arrows
- Place 6 feet stopping points for desk checkout (this will also be in place for Phase 2)
- Continue a staffing schedule and configuration that reinforces social distancing among staff
- Staff must continue routine disinfectant cleaning of high touch surfaces as outlined in the “Illness Prevention Policy”
- Patrons needing to print may email the library materials for printing and will be allowed to pick them up instead of having to make a computer checkout appointment

## **Appointment Only Procedures**

- Patrons must call to reserve a time slot and declare whether using the library to browse materials or to reserve a computer time
- Time slot reservations will be for one hour; There will be a limit of 2 computer users in any given hour reservation
  - Staff will be instructed on social distancing if needing to assist computer users
  - Public PCs will be moved for distancing
- When taking a reservation, a last name and total number in party will be assigned
- There will be a limit of 10 patrons in the building at a time
- Library hours to be extended to M-Th: 10-8; Fri: 10-5; Sat: 9-3 to accommodate better staggered staffing as well as more flexibility for making public appointments

## **Phase 2 Preparatory Work**

- Ensure adequate supply of hand sanitizer and disinfectant wipes
- Install hanging plexiglass at circulation desk
- Move all tables and chairs to enforce social distancing requirements of 6 feet
- Public PCs will be moved to carrels located in perimeter of library

## Phase 2 (June 1 - ?)

- Allow public to enter, but keep in place social distancing measures
- Return to normal operating hours (?)
- All returns must be made at the drop box only (to continue 24 hour return quarantine)
- Restrooms will remain closed to the public
- Meeting room bookings will remain closed indefinitely (library entry will remain through meeting room)
- Programs to remain canceled – summer reading program will have an online component