

GRRL Phased Reopening Plan

This plan is a documentation of measures taken since the COVID-19 closure on March 16. It also provides guidance on next steps for public services as the state eases social distancing and Stay At Home requirements. It serves as a guide for future service adjustments if Minnesota social distancing and Stay At Home requirements are dialed back.

Phase 1 - March 16 - Closed due to peacetime emergency and community closures

March 16 - <https://www.leg.state.mn.us/archive/execorders/20-01.pdf> - Peacetime Emergency, temporary school closure and closure of bars, restaurants and other places of public accommodation issued. City hall, Stearns History Museum, YMCA, Sartell Community Center, schools all closed. All staff able to telework set up by IT. Virtual program options expanded. Digital Library options expanded. Book returns closed where possible. In-person programs and meeting room access cancelled. Delivery and ILL cancelled.

Phase 2 - Order extending distance learning from MDE as part of critical infrastructure



March 25 - Stay At Home and Distance Learning orders issued
<https://www.leg.state.mn.us/archive/execorders/20-19.pdf>

April 6 - Curbside services tested. All staff offering curbside required to watch IMLS/CDC webinar on mitigating COVID-19

April 10 - Delivery reinstated to distribute supplies and pick up cash bags

April 21 - Tuesday/Friday delivery routes resumed

May 4 - Curbside offered at all libraries
May 6 - Book drops opened
May 11 - Curbside at all locations during regular hours

Other services developed:

- March 25 - First Facebook Live story time
- April 22 - Library Giving Day
- April 22 - Hotline goes live
- May 6 - Hoopla goes live

Telework remains in place where possible. Staff schedules staggered. In-person programs and meeting room access cancelled. Sartell community center accessible by calling community ed staff to be let into the building. Cleaning protocols in place between patrons. Delivery offered two days per week.

Cities contacted to explore whether wifi signals can be extended outside of the library building. Work being done in locations where there is interest.

Phase 3 - Limited public access to buildings to expand access to library materials and technology



Order "Stay Safe MN" May 18 through June 1 released on May 13: [Emergency Executive Order 20-56 Safely Reopening Minnesota's Economy and Ensuring Safe Non-Work Activities during the COVID-19](#)

Stay Safe MN Phase II Plan released on May 20: [Stay Safe Plan / COVID-19 Updates and Information - State of Minnesota](#)

Order states no social gatherings larger than 10 until June 1. Order states retail businesses can open to 50% capacity. State Fire Marshal occupant load standard is 150 sq ft per person. 50% = 300 sq ft per person.

MDH defines close contact as one hour with someone with facial covering, 15 minutes without face covering.

05-21-2020 - MDE releases Minnesota Distance Teaching and Learning Implementation Guidance, which includes references to public library reopening protocols, including following social distancing requirements in Executive Order 20-56.

Staff protocols: Telework remains in place where possible. Staff schedules staggered.

Task and Procedure Analysis for COVID-19 must be completed for book drop check in, holds processing, delivery processing, checkout, curbside services and cash handling to begin public access to the building. Cleaning protocols in place between patrons. Adequate public area sanitation supplies are available. Cleaning protocols in place for high touch surfaces, including computer keyboards at public terminals and express checkout screens. If patrons have access to the stacks, tape indicating six-foot increments or one-way traffic should be put in place. Staff strongly encouraged to use face coverings when serving the public.

Building access: Building access is offered to the public by appointment only once social distancing measures are in place. Building access limited to the entrance or lobby area, if possible. Patron access is limited to 50% of fire marshal capacity with no more than 10 people in a building, including staff members, at one time. Table seating and other seating should be moved or chairs removed to indicate six-foot spacing.

Children's areas: Children's play spaces off limits for play. Children's collection can be browsed by appointment if the library can create adequate social distancing measures.

Computer access and wifi usage: Seating to be used for wifi or public computer access only. Wifi and public computer access available by appointment with a limit of one hour (15 minutes if no face covering?). Appointments scheduled by phone. Patrons must be at least six feet apart while in the building. Computer stations will be spaced or fewer stations used to ensure social distancing. Designated areas will be set up in each library for wifi usage. Meeting rooms and study rooms can be used for this purpose. Spaces and equipment will be disinfected between patron use. Size of building will determine the number of patrons served at one time - no more than 10, including staff present in the building.

GRRLL2Go: Sartell community center accessible by calling community ed staff to be let into the building.

Library materials and checkout: Curbside services continue. Patrons allowed into the building for 15-minute increments to pick up holds. Express checkouts used as primary patron access point, where possible. Plexiglass barriers in place at service counters where possible. Tape or other marking should be used to indicate to patrons a six-foot spacing away from the circulation desk. Libraries will have a task analysis template in place to document what social distancing measures will be in place to mitigate risks at checkout.

Programs and meeting rooms: In-person programs and meeting room access cancelled. Spaces can be used for wifi usage.

Phase 4 - Expanded public access to buildings to allow for small gatherings

In-person programs and meeting room access limited to groups smaller than 20.

Dial - “single shops” and “places of worship” or Stay Safe MN Phase III and Phase IV

1. A sustained reduction in new COVID 19 cases within the community for at least 14 days.
2. The healthcare system has the capacity to withstand a moderate outbreak.
3. Community members have access to efficient testing and public health officials are able to trace COVID 19 contacts.
4. The library has access to the necessary materials to maintain high hygiene standards.
5. The library has access to enough staffing to run all of its core operations.

Staff protocols: All protocols from Phase 3 would apply. Telework remains in place where possible. Staff schedules staggered.

Building access: Separate hours for vulnerable populations could be considered. Reader’s seating available, but limited by spacing and building capacity requirements.

Children’s areas: Children’s play spaces can be reopened for use by families by appointment if social distancing measures and cleaning protocols are in place.

GRRL2Go: Full access dependent on whether order allows the community center to be open regular hours.

Programs and meeting rooms: In-person programs cancelled. Meeting and study rooms available on a limited basis. Review guidance recommendations for youth programming.

Phase 5 - Full library access restored

Dial - “malls” and “Sporting Venues, Concerts” or Stay Safe MN order lifted.

1. The Stay Safe MN Order and peacetime emergency has been canceled and regional, state and national health officials have canceled current social distancing and gathering recommendations.
2. A sustained reduction in new COVID 19 cases within the community for at least 14 days.

3. The healthcare system has the capacity to withstand a moderate outbreak.
4. Community members have access to efficient testing and public health officials are able to trace COVID 19 contacts.
5. The library has access to the necessary materials to maintain high hygiene standards.
6. The library has access to enough staffing to run all of its core operations.

Staff protocols: Staff resume working in full capacity on site. Cleaning protocols in place between patrons. Depending on recommendations, specialized hours for vulnerable populations could be instituted. If distancing limits are lifted completely, materials handling could commence being done in the usual fashion, though with extra protective measures such as encouraging staff to wear gloves during the process of handling returned materials.

Building access: No maximum number of people in the building. Services may be fully resumed with some exceptions; specifics to be determined as guidance information is provided by MDH and CDC. Evaluate whether to keep curbside services long term.

Children's areas: Children's play spaces reopened to full access.

Programs and meeting rooms: Programs rescheduled. Meeting rooms open to the public for reservations.

Resources

ALA webinar slides and links: [Looking Forward: Planning for Reopening](https://docs.google.com/presentation/d/1QEwfhQgSTGUu_vYkKBZV_sArfn-l000hSds9MzwmMbE/edit#slide=id.g751d4b7012_739_0), a conversation with librarians (4/24/2020) https://docs.google.com/presentation/d/1QEwfhQgSTGUu_vYkKBZV_sArfn-l000hSds9MzwmMbE/edit#slide=id.g751d4b7012_739_0

CDC Cleaning and disinfecting decision tool https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf

CDC Workplaces Decision Tree

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/workplace-decision-tree.pdf>

Michigan's 6-State Reopening Plan:

https://www.michigan.gov/documents/whitmer/MI_SAFE_START_PLAN_689875_7.pdf

Minnesota Department of Public Safety State Fire Marshal Division

<https://dps.mn.gov/divisions/sfm/fire-code/Documents/Fire-Code-Information-Sheets/info-sheet-occupancy-load-retail.pdf>

[A Phased Reopening Plan for Libraries as COVID 19 Restrictions Are Lifted](#). John Thill, Assistant Director, Meridian Library District, Idaho.

[Guidelines for Reopening WI Public Libraries: Timeline](#). Public Library Development Team, Wisconsin Department of Public Instruction.

[Public Services Return to Work/Library Re-Opening Plan](#). Wyoming State Library.