

## Phased Re-Opening Plans: Phase 2

### Phase 2: No Contact Pickup Service, Computer Use By Appointment

**The goal of phase 2 is to enable patrons to check out materials and access library computers.**

During Phase 2 staff will continue with no contact pickup as implemented in Phase 1. Patrons will continue to make requests via phone and retrieve their items at designated pickup times in the library atrium. Item returns must be made through the outdoor book drop and all returned items will be subject to quarantine before being checked in. Patrons will not be permitted in the building to browse or check out materials.

Beginning May 18<sup>th</sup>, patrons will be able to access public computers. Patrons must call in advance and book an appointment to use the computers. There will be 4 one-hour appointment times available each weekday. There will be a maximum of two patrons at each appointment time, and patrons will be limited to no more than two appointment times per day. Patrons will be given instructions over the phone to come to the library's side door (not used for no-contact pickup). Staff will let patrons in and direct them to the available computers. Patrons will be encouraged to use hand sanitizer as they enter the library.

The purpose of these appointments are to ensure patrons have access to critical online services such as job applications, unemployment filings, census responses, and income tax filings. As such, appointments will not be available for online games at this time.

To ensure social distancing, only public workstations 4 and 5 will be available for patron use and staff will maintain distance from patrons. (This may reduce the amount of assistance staff can provide for patrons using the computers.) Keyboards and mice will be swapped out between patron appointments to reduce the possibility of transmission between patrons. All keyboards and mice used that day will be cleaned with disinfectant at the end of the day.

Staff are strongly encouraged to wear provided fabric masks during their shifts. Patrons will be encouraged to bring their own fabric masks for their appointment time.