

Four County Library System Phased Re-Opening Recommendations

Created by the 4CLS Steering Committee

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- Beth Paine, Sidney Memorial Public Library – Sidney
- Connie Dalrymple, Guernsey Memorial Library – Norwich
- Heather Johnson, William B. Ogden Free Library – Walton
- Nancy Wilcox, Oxford Memorial Library – Oxford
- Tina Winstead, Huntington Memorial Library – Oneonta
- Sherry Kowalski, Broome County Public Library – Broome County/Central Library

Libraries across Four County began shutting their doors in March 2020 in response to the COVID-19 virus and Governor Cuomo's Executive Orders. As New York State begins to look towards re-opening safely, the phased opening guidelines below are meant as recommendations to 4CLS libraries.

All re-opening phases are dependent upon libraries implementing:

- enhanced cleaning procedures for library materials as recommended by the American Library Association: <http://www.ala.org/alcts/preservationweek/resources/pandemic>
- enhanced cleaning procedures for common areas following guidelines from the Center for Disease Control: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- providing free protective equipment (gloves, face masks, sanitizer, etc) provided to ALL staff
- providing the necessary materials to maintain high hygiene standards

PHASE 1

This phase goes into effect when the governor lifts or partially lifts the mandatory work from home order and national, state, and regional elected and health officials allow staff to re-enter the library building.

- Staff will be allowed to continue to WFH as much as possible. Staffing the building will be done on a staggered schedule and/or in separate areas of the building to encourage social distancing.
- Library book drops opened for returns following all recommended guidelines for quarantining and sanitizing materials
- 4CLS delivery will resume but a block on public holds will continue to allow libraries to catch up with a backlog of materials.
 - Materials must be quarantined for a minimum of 72 hours before being put in delivery
 - <https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.5-disinfecting-books>

PHASE 2

This phase goes into effect when the governor lifts the mandatory stay at home order and national, state, and regional elected and health officials no longer recommend public stay at home.

- Libraries offer curbside pickup by appointment only. Staff will wear proper protective equipment during any interactions with the public in this process.
- Libraries offer computer use for essential services by appointment but only if they are able to maintain proper social distancing. Computers will be disinfected after each use and both staff and patrons will wear proper protective equipment.
- Order for new materials via 4CLS will be forwarded to vendors for fulfillment

Comment [TW1]: This is where I thought we should include gatherings of x number of people allowed. I realize I don't know how he'll roll out the change but assume he'll include a limit.

PHASE 3

This phase goes into effect when the governor lifts the mandatory stay at home order, gathering of greater than 10 people are allowed, and national, state, and regional elected and health officials no longer recommend public stay at home.

- Libraries offer limited access to the building. The number of patrons allowed in the building will follow an established guideline (e.g. 1 person per 4 square feet or % of maximum capacity)
 - entrances/exits locations will be monitored
- Suggested guidelines on social distancing including, but not limited to
 - Altered traffic patterns
 - Chairs completely or partially removed from tables and reading rooms to allow for greater distance between users.
- All employees and patrons will wear personal protective equipment.
- Cleaning and disinfecting of all commonly touched surfaces will take place on a regular and frequent schedule.
- Computer use will be for essential services by appointment for a 1-hour session only
 - Computers will be disinfected after each use and both staff and patrons must wear proper personal protective equipment.
 - The number of computer stations reduced to allow for greater distance between users.
- 4CLS will make public holds available to library patrons

Comment [TW2]: The stay at home order has already been addressed in phase 2.

PHASE 4

This phase goes into effect when the governor lifts the mandatory stay at home order, gatherings of greater than 50 people are allowed, and national, state, and regional elected and health officials no longer recommend public stay at home.

- Resumption of core services and an end to limited building access with an emphasis on social distancing and enhanced cleaning practices.
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PHASE 5

This phase goes into effect when all restrictions on gatherings have been removed.

- Libraries offer in-person programming and provide meeting rooms for community use.
- 4CLS staff resume site visits and in-person meetings