

Leland Township Public Library Reopening Plan and COVID-19 Preparedness and Response Plan

As required by the Michigan Governor's Executive Order 2020-97, OSHA 3990-03 2020 (Guidance on Preparing Workplaces for COVID-19) and the Benzie-Leelanau District Health Department, the following Preparedness and Response plan has been adopted in an attempt to protect the staff and patrons of the Leland Township Public Library from COVID-19 Coronavirus.

When allowed to reopen by the Governor and all procedures are in place, a phased reopening of the Library will be implemented. These procedures may be adjusted from time to time in order to best fit our unique requirements.

Phase 1:

The Library will open for curbside delivery service only, with the building remaining closed to the public.

- a) Curbside delivery service will be provided from 10:00 a.m. to 5:00 p.m. on weekdays. The Library will be closed on the weekends.
- b) Patrons may reserve materials either by calling, emailing or using the online catalog. The materials will then be checked out to the patron. The patron will call the Library when in the turnaround and a staff member will deliver the items to the patron's vehicle.
- c) Patrons will not be allowed inside the building to browse the collection.
- d) Patrons wishing to use our printing services will have to email their items to the staff. The items will be printed and the patron notified when the items are available for curbside delivery.
- e) The outer door of the Library will remain open to allow for deliveries to be placed in the vestibule and for the pickup and delivery of MeL inter-library loans, which will conform to the requirements of Midwest Collaborative of Library Services (MCLS) for the RIDES delivery service. The inner door of the vestibule will be latched to prevent entry by the public into the Library.
- f) Materials returned to the Library will be quarantined for 72 hours before being made available for circulation.
- g) The restrooms will remain closed to public use.

Phase 2:

Limited access to the building will be permitted when allowed by the Governor and procedures are in place.

- a) Curbside delivery service will continue to be encouraged.
- b) A small number of members of the public will be allowed into the building at one time.
- c) Loitering will be discouraged.
- d) Masks will be required.
- e) Social distancing will be required.

- f) Handling of materials will be discouraged unless they are then checked out by that patron.
- g) Toys will be removed from the Children's Area.
- h) Use of computers that are properly spaced will be allowed with disinfecting of surfaces in between each user.
- i) Sneeze guard will be installed at circulation desk.
- j) Restrooms will be cleaned daily.
- k) If a patron enters the Library showing the known symptoms of COVID-19, the patron will be asked to leave and the Library will be closed for the remainder of that day and disinfected.
- l) The public water fountain will be turned off.

Phase 3:

All normal operations will be resumed.

Staff:

Through Phase 1 and Phase 2 the staff will be required to do the following:

- a) All staff will be required to fill out a daily Workplace Health Screening worksheet as required by OSHA. Any employee showing symptoms as described in the health screening or having a temperature of 100.4 deg. F or higher will be required to leave the workplace and self-isolate for 7 days after [?] [until] symptoms are gone. Any employee who has had known exposure to COVID-19 will be required to self-quarantine for 14 days.
- b) Personal Protective Equipment (PPE), hand sanitizer and disinfecting wipes will be supplied by the Library for staff use.
- c) Staff will be required to wear masks while in the building.
- d) Circulation desk computers will only be used by the Assistant Director or staff on duty and will not be used by more than one person without disinfecting between users. Workstations will be cleaned twice daily.
- e) Social distancing will be practiced among staff.
- f) Staff will be expected to wash hands often and frequently use hand sanitizer.

Plan Updates and Expiration

This Plan responds to the COVID-19 outbreak. As this pandemic progresses, the Library will update this Plan and its corresponding processes as necessary.

This Plan will expire upon conclusion of its need, as determined by the Library Director and the Library Board of Directors and in accordance with guidance from local, state, and federal health officials.