

Woods Memorial Library

Barre, MA



Reopening Plan

June 20, 2020

Update Approved: November 18, 2020

Woods Memorial Library Reopening Plan

INTRODUCTION

Woods Memorial Library has developed the following plan to resume in-person services for its patrons in and around the Town of Barre. Please see the *Re-opening Barre Plan (June 15, 2020)* for the Town's overall plan for buildings and employees, including the Library.

This plan should be considered fluid as we follow additional recommendations from Massachusetts, the Town, the Emergency Management Team, and specialists in the library field. This plan is presented as an overview, not as a procedural manual, and was developed by a Working Group composed of the Library Director, the Chair of the Board of Library Trustees, one other library staff member, and one other Library Trustee.

We have adopted several phases that will gradually increase services given physical distancing guidelines. These phases allow us to increase services when appropriate, and also to take a step back if necessary. There are no time frames to these phases on purpose; each phase will expand when it is safe to do so. The phases are as follows:

<u>Reopening Massachusetts: Libraries</u>	Reopening Woods Memorial Library
MA Govt. Phase 1: <i>Start:</i> <i>Limited industries resume operations with severe restrictions</i>	Library Phase 1.1: <i>Staff begin to return</i> <ul style="list-style-type: none">• <i>Planning for limited in-person services</i>
MA Govt. Phase 1: <i>Start:</i> <i>Limited industries resume operations with severe restrictions</i> <ul style="list-style-type: none">• <i>Curbside pickup and delivery only</i>	Library Phase 1.2: <i>Initiate services with limited in-person contact</i> <ul style="list-style-type: none">• <i>Outdoor material pickup appointments and return service</i>
MA Govt. Phase 2: <i>Cautious:</i> <i>Additional industries resume operations with restrictions and capacity limits</i> <ul style="list-style-type: none">• <i>Browsing inside the Library with restrictions</i>	Library Phase 2: <i>Expansion of limited services</i> - <i>As above in Phase 1.2, plus:</i> <ul style="list-style-type: none">• <i>Outdoor services and programming</i>
MA Govt. Phase 3: <i>Vigilant:</i> <i>Additional industries resume operations with guidance</i>	Library Phase 3.1: <i>Initiate limited opening and services inside the library</i> - <i>As above in Phase 2, plus:</i> <ul style="list-style-type: none">• <i>Limited appointments to browse, pickup and return material</i>• <i>Limited computer-use appointments</i>

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MA Govt. Phase 3: <i>Vigilant:</i> Additional industries resume operations with guidance	Library Phase 3.2: Expansion of limited opening and services inside the library - As above in Phase 3.1, plus: <ul style="list-style-type: none"> • Increased number of appointment times
MA Govt. Phase 4: <i>New Normal:</i> Development of vaccine and/or therapy enables resumption of “new normal”	Library Phase 4: Near full resumption of services

This plan is not final, and will be updated as policies, procedures, and recommendations change.

“Reopening Phase III” mandatory reopening safety standards and recommended best practices for libraries, effective October 5, 2020, based upon the status of the municipality:

- Step 1: Libraries may open at 40% capacity; no enclosed space within the building shall exceed occupancy of 8 persons per 1,000 square feet
- Step 2: Libraries may open at 50% capacity; no enclosed space within the facility shall exceed occupancy of 10 persons per 1,000 square feet

Woods Memorial Library’s occupancy limitations are:

Floor	Standard Occupancy	50% Maximum Occupancy	40% Maximum Occupancy
Ground	50	25	20
First	100	50	40
Second	100	50	40

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Library Phase 1.1: *Staff begin to return: Planning of limited in-person services*

TIMING: week of Tuesday, June 23, 2020

Staff resume working at the library, continuing to work from home as necessary.

No public access to the building. Vendors are allowed inside for necessary building maintenance.

The book drop remains locked. No pick-up or return of library materials by patrons.

Library programming is delivered online.

The library's Reopening Working Group finalizes plans and procedures for beginning outdoor pick-up and return of materials.

Library Phase 1.2: *Initiate services with limited in-person contact: Outdoor pickup and return of materials*

TIMING: week of Tuesday, July 7, 2020

Continuation of Library Phase 1.1 activities and services, plus:

- Vendor deliveries will be accepted, including MLS deliveries. Materials will be subject to quarantine procedures.
- The book drop remains locked. In-person services to include outdoor pick-up and return of materials. Returned materials will be subject to quarantine protocols.
- The library's Reopening Working Group finalizes plans and procedures for Phase 2, Expansion of limited services.

Library Phase 2: *Expansion of limited services: Continued outdoor pickup and return of materials; Outdoor services and programming*

TIMING: Summer 2020

Continuation of Library Phase 1.2 activities and services, plus:

- Staff provide outdoor library programming, as well as continued online programming.
- The library's Reopening Working Group finalizes plans and procedures for Phase 3.1, *Initiate Limited Opening and Services Inside the Library.*

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Library Phase 3.1: *Initiate limited opening and services inside*

TIMING:

- **Funding for additional staff time and supplies**
- **Protective shielding received and set-up**
- **Both MA and Worcester County's 14-day weighted average infection rates remain at or below 0.9 for a period of two weeks**

Continuation of Library Phase 2 activities and services, plus:

- Limited patron access to the building by appointment* for browsing, material pickup and return on Tuesdays, Thursdays, and Saturdays.
- Limited patron access to the building by appointment* for library laptop use and material return on Wednesdays and Fridays.
- Quarantine of delivered and returned material continues unless a UV-C sterilization device is available.
- The library's Reopening Working Group finalizes plans and procedures for Phase 3.2, *Expansion of Limited Opening and Services Inside the Library*.

* Limited by both appointment length AND number of patrons allowed in the building at once.

- Maximum of two adults and/or young adults, plus children, per appointment.
- Maximum of fifteen (15) minutes per browsing appointment; twenty (20) per library laptop appointment.
- The first appointment time on Tuesdays, Wednesdays, Thursdays, and Saturdays are reserved for seniors and patrons with underlying medical conditions.

Library Phase 3.2: *Expansion of limited opening and services inside*

TIMING:

- **Both MA and Worcester County's 14-day weighted average infection rates remain at or below 0.6 for a period of two weeks**

Continuation of Library Phase 3.1 activities and services, plus:

- Expanded appointment times and/or patron limits.
 - (Allow patrons without appointments with patron limits?)
- Staff provide programming with limited participants by reservation in Allen Hall.
- Limited patron access to space for sitting, studying, using their own computers, or reading.
- Limited patron access to Allen Hall by appointment for meetings.

Library Phase 4: *Near full resumption of services* TIMING: TBD