

Woods Memorial Library

Barre, MA



Reopening Plan

June 20, 2020

Woods Memorial Library (Barre, MA) 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 pickup and return of materials</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> <ul style="list-style-type: none">• <i>Continued outdoor pickup and return of materials</i>• <i>Outdoor services and programming</i> |
| MA Govt. Phase 3: <i>Vigilant:</i> <i>Additional industries resume operations with guidance</i> | Library Phase 3: <i>Soft opening and expanded services in accordance with the current health climate</i> |
| MA Govt. Phase 4: <i>New Normal:</i> <i>Development of vaccine and/or therapy enables resumption of "new normal"</i> | Library Phase 4: <i>Near full resumption of services</i> |

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

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Per the Governor's announcement of June 19, 2020, effective June 22, 2020, businesses and other organizations shall limit occupancy within their office space to no more than:

- 50 percent of (a) the maximum occupancy level specified in any certificate of occupancy or similar permit or as provided for under the state building code; or (b) the business or organization's typical occupancy as of March 1, 2020

| OCCUPANCY LIMITATIONS | | |
|----------------------------|-----------------|-----------------------|
| Department | Normal Capacity | 50% Maximum Occupancy |
| Director's Office | 1 | 1 |
| Media Room | 1 | 1 |
| Circulation | 1 | 1 |
| Adult Services | 1 | 1 |
| Youth Services Circulation | 1 | 1 |
| Children's Room | 1 | 1 |

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.

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

TIMING: week of Tuesday, July 7, 2020

Staff continue to work at the library, as well as working from home as necessary.

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

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.

Library programming is delivered online.

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: TBD

Staff continue to work at the library, as well as working from home as necessary.

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

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.

Staff provide outdoor library programming, as well as continued online programming.

The library's Reopening Working Group finalizes plans and procedures for Phase 3, Soft openings and expanded services.

Library Phase 3: *Soft openings and expanded services*

TBD

Library Phase 4: *Near full resumption of services*

TBD