

Town of Chester Public Library

REVISED REOPENING PLAN

All plans listed here are intended to be flexible and may change or revert to a previous phase of reopening depending on the level of COVID-19 cases in the community, local, state, county or municipal regulations, presence of adequate supplies, PPE and staffing capabilities. For details see Temporary Safety Practices Policy on display in the library.

PHASE 3

LIMITED OPENING TO PUBLIC

Begins Monday, September 28, 2020

Public Access:

- Through the north rear door of the Municipal Center Building. (Usual entrance to library).
- Patrons must register at the sign-in desk on the first floor before proceeding to second floor by elevator or stairs.
- All patrons must sanitize hands on entering the library before browsing or using a computer.
- All patrons must wear a mask or some form of protective facial covering for the nose and mouth. The library will not provide these.
- Patrons will have access to entry hall and designated browsing spaces in the area in front of the circulation desk with a limit of ½ hour if others are waiting. Social distancing and use of traffic flow patterns will be observed while in the library.
- To maintain social distancing requirements, a maximum amount of 4 people will be allowed in the browsing area at a time. (This does not include patrons using computers). It may, at times, be necessary for some patrons to queue in the hall.

Pick up and Drop Off:

- Items may be requested prior to pick-up by ordering online or calling in. In the Library, patrons may request items not displayed in browsing area and staff will retrieve them.
- Pick up: at circulation desk or at curbside by appointment.
- Immune compromised or elderly are encouraged to use curbside services or sign up for homebound delivery.
- All returns will be made to the outdoor book return box
- Book donations not accepted until further notice

Services:

- Limited computer use by appointment.
- Faxing, Copying, Printing all done by appointment with staff.
- Notary service by appointment
- Access to newspapers is not available

-No in-person programs.

Library Spaces:

- Public meeting space is not available.
- Library seating is not available. Unnecessary lingering in the library is not advised.
- Library bathroom use not available to public, patrons may use public bathroom on 2nd floor.
- Posters, floor decals and tape will highlight restricted areas, indicate traffic flow and suggest social distancing and sanitation.
- Plexiglas barriers are in use by staff at circulation desk.

Safety Precautions:

- No mask, no entry. Use of hand sanitizer also required before handling library items, equipment or surfaces.
 - Patrons inside the building will maintain 6 feet of distance from others.
 - Staff will be provided with and wear masks, use hand sanitizer, and follow social distancing protocols.
 - Keyboard covers will be provided to each public computer. Computers will be sanitized by staff after each patron's use.
- A cart will be provided for patrons to place any handled items that are not being checked out. Items on this cart will be disinfected and/or quarantined as necessary before being offered to the public once again.

Operating Hours:

Until further notice staff hours 9-5 M W TH F

May be subject to future change if necessary, as determined by Library Director.

Materials:

- No toys or children's non-circulating items will be out for use
- Quarantining of materials is still required

PHASE 4

All normal operations resume.

All local, state, county or municipal regulations regarding NYS Covid 19 restrictions are lifted.

Quarantine of items is no longer in effect.