

# **Town of Chester Public Library**

## **Reopening Plan: Phases 3, 4, 5**

All plans are dependent upon local, state or county regulations, adequate supplies, PPE and staffing capabilities. Cleaning will be increased during phases 1-4. See Temporary Safety Practices Policy.

### **Phase 3: Open to the public, limited**

#### **Public Access:**

- Through the front door of the Municipal Center
- Patrons must remain in the space between the front door of the library and the circulation desk.
- Some patrons may be asked to queue in the hall

#### **Pick up and Drop Off:**

- Pick up: Inside or at curbside
- Items may be requested prior to pick-up: order online, call in, or ask staff.
- Immune-compromised or elderly are encouraged to use curbside services
- All returns made to outdoor book return box
- Book donations not accepted until further notice

#### **Services:**

- Faxing, Copying, Printouts via eprint all done by staff
- Notary service by appointment
- Access to newspapers is not available

#### **Library Spaces:**

- Prohibited areas are roped off
- Floor decals and tape will highlight restricted areas and suggest social distancing
- Plexiglass barriers will be used at desk
- Public meeting space will not be available

#### **Safety Precautions:**

- 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 inside the building will maintain 6 feet of distance from others
- Hand-sanitizer will be available
- Staff will be provided with and wear masks and gloves, and will follow social distancing

**Staff Schedules:** 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: Open to the Public, with Precautions**

### **Public Access:**

- Public will follow Town guidelines for entry into the Municipal Center. Patrons may be asked to queue in the hall.
- Normal operating hours

### **Pick up and Drop Off:**

- All returns made to the outdoor book return box
- Book donations not accepted until further notice from the Friends
- Curbside service will be available by appointment
- All items must be requested prior to pick up.

### **Services:**

- Computer use limited to 3 PCs to encourage social distancing, and limited to 1 hour per day per patron
- In-person programs will be very limited in number of participants, or take place outside (social distancing), or continue virtually online.
- In-house access to magazines and newspapers will depend on current recommendations re: viability of virus on paper.

### **Library Spaces:**

- Closed stacks possible, if quarantining of materials is still in effect
- Public will be limited to certain areas of the library
- Library seating will be limited and set up for social distancing
- Floor decals will be adjusted or removed as necessary
- Plexiglass barriers will still be used

### **Safety Precautions:**

- Masks and social distancing will be required for all patrons
- Staff will be masked for all interactions with the public
- Disinfectant wipes and/or keyboard covers will be provided, depending upon availability

### **Staff Schedules:**

- Normal hours and staff schedules will be in effect

### **Materials:**

- No toys or children's non-circulating items will be out for use until public health gives all-clear on resuming normal activities.
- Quarantining of materials may still be ongoing.

Due to the most recent Covid guidelines issued by the CDC and NYS, relaxing Covid protocols in public places, these new procedures offer the next step toward returning to our pre-covid operations.

## **Reopening Plan Phase 4B**

### **Public Access:**

- Normal operating hours
- All members of the public will have access to the entire library.

### **Pick up and Drop Off:**

- Returns may be made to either the outdoor book return box or the return drop at the circulation desk.
- Curbside service will be available by appointment.

### **Services:**

- Both PC and laptops computers will be available.
- In-person programs may be limited in number of participants (to prevent over-crowding), or take place outside, or continue virtually online .

### **Library Spaces:**

- Plexiglass barriers are in use by staff at circulation desk.
- Seating is available throughout the library.

### **Safety Precautions:**

- Masks will be optional for patrons and staff but may be required during group activities as deemed necessary by Library staff.
- Disinfectant wipes and/or keyboard covers will be available.
- Laptop computers will be wiped down when returned to the desk.

### **Materials:**

- All library materials will be available to patrons.

### **Operating Hours:**

- Normal hours and staff schedules will be in effect. -M  
W Th F 9-5, Sat 9-1, Closed Tues, Sun, and holidays

## **Phase 5: Normal Operations**

All normal operations resume.