

Plan for the CVW Long Lake Public Library Reopening

Phase 1: A plan for reopening is issued by the Governor of New York State

- An Executive Order and conditions for re-opening of non-essential businesses is issued by the Governor of New York State and disseminated to all pertinent entities.
- The CVW Long Lake Public Library will receive from the Southern Adirondack Library System a timeline and guidelines to re-open all libraries within SALS, including our library.
- Upon receiving said timeline and guidelines, the staff of the CVW Long Lake Public Library will initiate the following procedures:

1. 7-14 days prior to an agreed upon opening date, staff will report to the library to prepare to re-open.
2. Work days will limit contact between staff members while maintaining social distancing protocols. Use of face masks and frequent hand washing protocols will be in place.
3. Staff will report on a rotational basis with the director. The director, along with 1 member of the staff, will commence disinfecting all returned materials to ensure materials are safe to be transported to other libraries and/or to be placed back within the collection.
4. Different members of the staff will report to continue disinfecting all borrowed materials until all said materials have been rendered safe.
5. Materials that are to be returned to their home libraries will be put in transport containers and set aside to be picked up and delivered via the SALS Delivery Service, once that service has been re-activated.
6. Staff will do cleaning and sanitizing of the library in preparation of returning patrons.
7. Director and staff will develop protocol and schedule for daily cleaning of surfaces and materials for when the library reopens to the public.
8. Staff will go through all children's puzzles, building toys, plush toys, and board books to do the following where appropriate: remove from collection or store until further notice within the library storage areas.
9. Director will create signs for the public that communicate library policies regarding social distancing, wearing masks, etc. Policies will be displayed throughout the library and the director will make these policies available to the public prior to reopening via the library website, social media, flyers, and notices in local papers.
10. Decontamination protocols will be provided by SALS and related professional library associations such as the ALA, IMLS, and others. As of 5/5/2020 a 3-day quarantine is recommended by SALS.

Phase 2: Partial Reinstatement of Library Services to Patrons

- The Library Board of Trustees, with input from the director and staff, will determine the days and hours the library will be initially open to patrons and for what period of time these hours will remain in place.
- Director and staff will determine a temporary schedule of work hours.
- The CVW Long Lake Public Library will follow guidelines provided by SALS for best practices for services to the public.
- Patrons will initially not be allowed into the library, but may access materials as per SALS guidelines for curb-side service or deliveries.
- All library returned materials, until further notice, will be through patron deposit of such items into the book return depository. Staff will remove items and quarantine them for 3

days* prior to check in, re-shelving, and placing into inter-library loan.

- Staff may* provide temporary curbside service of library materials for patrons and will schedule those appointments with patrons during designated hours. Patrons who are unknown to staff will be required to show ID before receiving materials.
- Staff may* provide temporary delivery service of library materials to patrons unable to utilize curbside service. These deliveries will occur once per week and will not be a practice continued once the Library fully re-opens. Approval of deliveries, if this practice is implemented, will come from the director on a case-by-case basis.
- Staff will provide phone service for patrons in need of assistance with technical questions regarding library digital resources; staff will answer patron reference questions as necessary, and will take orders for library materials for curbside service or delivery*.
- The director and staff will, in the course of their duties, wear a protective mask when handling materials and/or dealing directly with members of the public. Frequent hand washing protocol will remain in place.
- Social Distancing protocols must be maintained by staff while working together, and while interacting with members of the public.

**As this policy follows guidelines from SALS regarding best practices, yet to be determined and finalized.*

Phase 3: Limited Admission of the Public to the Library

- Public access to the library will depend on availability of sufficient disinfecting supplies, and hand sanitizer. Physical barriers at circulation desks must be in place prior to opening in order to sustain public and staff safety.
- Members of the public must, until further notice, wear at least a protective mask of some sort (mask, bandana, scarf, etc.) that covers their nose and mouth.
- Those members of the public that do not have a protective mask will not be allowed into the library; the library will not issue temporary masks to the public for wear while in the library. If a patron can not wear a mask for medical reasons, the library will need to make accommodations - for example, gather the materials for the patron, check it out - and bring it outside.
- Gloves are optional for use by the public, but are highly recommended.
- All library returned materials will continue, until further notice, to be through patron deposit of such items into the book return depository. Staff will remove items and quarantine them for 3 days* prior to check in, re-shelving, and placing into inter-library loan.
- All members of the public must maintain Social Distancing protocols and will be courteously reminded to do so.
- Any member of the public who refuse to follow these guidelines will be asked to leave the library and possibly incur a suspension of privileges.
- Until further notice, public in-person programs and meetings are suspended at the library.
- Virtual programming will continue to expand and will be sustained to some degree in the event of another possible closing, regardless of whether pandemic rated or not.
- The children's area will not be accessible to the public, and caregivers must remain with children under their care while in the library. Staff will retrieve requested children's materials for patrons upon request. All toys, bean bag chairs, and similar will be unavailable and in storage until further notice.
- Patrons will present and hold their library cards in order for staff to scan them in order to lessen hand contact.

- Additional services to the public will include: faxing, copying, printing services via e-print. Staff only will operate machines to minimize public contact with machines.
- Patrons cannot linger inside the library during Phase 3. Activities allowed will be as follows: Browsing to find materials to check out, picking up holds and checking out materials. Once they are done checking out, they must leave the building.
- Public Computers will be closed during Phase 3. Wifi can be accessed outside the library in the parking lot or on the benches around the building as long as social distancing is maintained.

Phase 4: Expansion of Library Services to the Public

- If, at a future date, the Governor of New York State, the New York State Department of Health, and the Hamilton County Public Health department conclude that the current health crisis, the COVID-19 Coronavirus Pandemic, has reached a level that it is safe to resume “normal” day-to-day activities, the library will resume its regular, pre-health- crisis hours and work schedule.
- Patrons will have access to all areas of the library they had prior to 2020 health crisis.
- If this eventuality does occur, the library staff will still practice certain protocols that ensure they maintain a healthy work environment and personal health; such as:
 1. Maintain Social Distancing protocols, even during meetings; remind patrons of these protocols as necessary.
 2. Wash hands frequently and/or use hand sanitizer.
 3. Cough or sneeze into the crook of one’s arm.
 4. Disinfect common areas used by the public and staff regularly during the course of the day.
 5. Use Common Sense when dealing with the public and be aware of one’s current health situation; when in doubt, call in for a sick day, and contact a health care provider.
 6. Public computers will temporarily be reduced from 3 to 2 to maintain social distancing, with sterilization pads provided and keyboards cleaned in between every user.

Adopted June 16, 2020