

Phased Reopening Plan for George H. Bixby Library, Frankestown, NH

Approved by the George H. Bixby Memorial Library Board of Trustees 7/7/2020

This plan is subject to amendment in response to changing conditions.

❖ PREPARATION PHASE

- Install and order physical barriers (“sneeze guards”) for main circulation desk and children’s desk.
- Set up current catalog computer as patron self-check
- Professional deep-cleaning of the entire building; change air filters
- Develop and set up quarantine and cleaning procedure for returned items—books, paper, plastic.
- Ongoing need for cleaning supplies
- ❖ Phase One (pre-public entry)—at least one week.
 - Open book drop and process returned materials through quarantine and cleaning procedure as well as regular circulation check-in.
- ❖ Phase Two (limited checkout service—curbside pickup and/or delivery; returns through book drop)
 - Patrons can email specific requests or choose a bundle, or call the library during regular T-F posted open hours. Once assembled, staff will contact patron for a pickup time. Staggered to maintain social distancing.
 - Library staff wash hands before and after the pull and package procedure
 - Set up the plastic work tables on the main level for sanitizing and packing.
 - Items go into handled bag with Thank You sticker and notecard. Labeled with patron name and pickup time. Set out on porch table at pickup time.
 - Returned items will be sanitized with in accordance with best practices as laid out in the ALA/Battelle/OCLC document—currently a 72-hour quarantine.
- ❖ Phase Three: Open by Red Light/Green Light sign in front window, computer use by appointment.
 - “Patrons” can mean one household unit can come in at the same time—parents with kids, couple, etc.
 - Determine room capacities, remove/block furniture as necessary and create and post capacity signs. All capacities assume maintaining 6 ft. social distance between individuals or separate household units.
 - Because of our multiple small rooms and narrow passing spaces, we must limit building capacity to 10 units on the first and second floors combined, including staff. A “unit” is a single household. We ask that families with children who want to use the children’s library go down the ramp to the back entrance to access it if they are able. Capacity in the children’s library is 3 units.
 - Establish traffic patterns in the building and create and post signage for capacity, direction, and social-distancing. Use lower-level back entrance for children/families to separate vulnerable populations crossing at doors and/or in stairwells.
 - Set up two chairs on porch for those waiting.
 - Set up four Adirondack-style chairs in backyard for those waiting.
 - Establish mask/hand sanitizer stations on each level of the building

- Everyone entering the building must be masked and must sanitize hands upon entering.
 - Mandatory hand sanitizer is preferable to disposable gloves.
 - Virtual searching will be encouraged—come with a list, and staff will help locate books. Limit browsing—ideally, patrons should not handle items and then replace them on the shelves.
 - Public will be discouraged from using restrooms
 - Increase frequency of custodian cleaning
 - Regular posted library hours, expanding to include Saturdays.
 - Supplies needed: hand sanitizer, disposable masks for public forgetting to wear their own—in place, but will need to be replenished.
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- ❖ Phase Four: Limited resumption of programming offsite—Town Hall, where social distancing can be maintained. Will not happen until gatherings >50 are permitted. Possible outdoor gatherings in back yard space at recommended social distance. No common service of food or drink.

 - ❖ Phase Five: Resume small-group programming at the library by reservation; large group gatherings offsite

 - ❖ Phase Six: Resume all normal operations including unrestricted access and programming onsite. Unlikely until effective vaccine is widely available.

 - ❖ Timetable: No dates are included because every phase is dependent upon state orders and local conditions. This is a ladder of service and we can move up and down it as needed.