

## 2020 Pandemic Protocol

### Supplies Needed to Open Safely

- disinfecting wipes
- disinfecting spray
- EPA-approved disinfecting cleaner
- hand soap
- paper towels
- gloves
- masks
- rubbing alcohol
- cotton swabs
- bags for curbside service
- Plexiglas barrier for circulation desk
- screens for all windows
- boxes and area for quarantining returned items

### Reopening Phases

\*Dates are subject to change due to Governor's orders/safety conditions/advice of public health officials.

Phase 1, June 1: Begin curb service; staff work separately. Set up holding area for quarantined materials. Complete reopening checklist, apply for reopening permission from DECD. Notify public via email, social media, signage.

Phase 2, Date TBA: Begin entry by appointment; staff continue to work separately. DECD Compliance Badge posted. Notify public via email, social media, signage. Staff and public follow current Maine CDC safety guidelines when interacting. Virtual programming only, nothing in-library. If COVID-19 cases begin to spike, consider return to curbside service only.

Phase 3, Date TBA: When unlimited gatherings are allowed, and the at-risk are no longer advised to stay home, all library services will be reinstated. Staff may work together; we will return to normal operating hours, allow free use of building, resume in-

library programming. \*Consider implementing successful service changes from restricted period.

## **Cleaning and Mitigation for Phase 2**

- No one will be allowed to enter the building if experiencing symptoms of COVID-19, or if they are in quarantine. Current Maine CDC mitigation recommendations will be followed.

-Library Staff: One staff member will work at a time. Any support staff (cleaning, bookkeeping, IT, building maintenance) will be scheduled for times the building is closed. No subs will be used during Phase 1; if either staff member becomes ill or must self-quarantine, or otherwise requires time off, operating hours may be reduced. Library staff will wear masks whenever anyone else is in the building, or when handling items for checkout or to be returned to the stacks. Staff will wash hands before handling items for checkout or to be returned from quarantine; after contact with patrons or with items being returned; or after eating or using the restroom. Library staff will disinfect public computer keyboards and work stations after each use, and clean shared surfaces (including, but not limited to, door handles, telephone, computer, book cart, circulation desk countertop, bathroom surfaces) as directed; written instructions will be posted. The last appointment of the day will be scheduled early enough to allow for the staff to clean before the scheduled end of their shift.

-Patrons: The library will be open only by appointment. Appointments may be booked via email or phone. One person or members of the same household (up to 5 people) may book 15 minute blocks in the library. Patrons needing additional time may book two consecutive blocks. Masks will be mandatory in order to enter the building, with the exception of children under 2. Those who refuse or are unable to wear a mask will be offered curbside service. Disposable masks will be available for anyone who has forgotten theirs. Money for fees, etc. will be placed in quarantine box by patron; staff will offer change from “safe” cash box using a tray. Patrons will limit personal items being brought into the library, including food and drink, and will be responsible for placing any items they touch and do not borrow in one of the designated areas. Patrons and library staff will maintain 6 feet of distance whenever possible.

-If proper cleaning supplies or protective equipment are not available, the library will close.

-Items being returned will be held in quarantine for the currently recommended time before being checked back in and returned to stacks.

-Windows will be opened to allow for airflow rather than using heat pumps to cool the building.

-If a staff member is diagnosed with COVID-19, or there is possible contamination after a patron visit, the library will close for the recommended period of time to allow for a deep cleaning following the guidelines of the Centers for Disease Control and Prevention.

Adopted June 11, 2020

