**Vernon District Public Library Pandemic Phased Re Opening Plan**

This plan will be evaluated on an ongoing basis. If the library moves onto a new phase it causes concern for employee or public safety, the library will return to a previous phase. Phases are based on what is currently known from health officials and orders from the state.

The library director has authority to move the library forward or backward phases without meeting with library board members. The director may also implement new policies to the plan to ensure pulic and staff safety. The director will continue to consult with the library board on a regular basis and discuss changes.

If a positive case is traced to the library or a staff member test positive, the director may close the library for deep cleaning.

**Phase 1**: Pickup Service and Materials Building Remains Close

•Starting on June 9 or 11, 2020, the Vernon District Public Library will offer curbside pickup service weekly Monday-Tuesday from 10:00 am to 5:00 pm and Thursdays and Friday from 10:00 am to 5:00 pm. Appointment only may also be an option.

•Starting on June 15, 2020, VDPL will offer Materials to be dropped off to those patrons who are unable to participate in curbside pickup.

•Digital services will continue to be available at all times.

•Returned items continue to be quarantined for 36 hours then disinfected and shelved.

**Phase 2**: Curbside Pickup Service and Materials Drop off and appointment only.

•Curbside pickup continues.

•Materials Drop off.

•Staff trained on PPE.

•Staff trained on cleaning techniques.

•Staff areas are reconfigured for social distancing.

•Shipping and receiving of deliveries resume.

•Returned items continue to be quarantined for 36 hours then disinfected and shelved.

**Phase 3**: Library Welcomes Patrons into the Building—Limited Hours and Services Curbside Pickup Service and Materials Drop off available.

•The public space of the library will be reconfigured to allow for social distancing.

•Signs will be posted reminding patrons of social distancing; to wash their hands; masks are required to be worn while in the library.

•All necessary PPE in place and staff trained on PPE and cleaning guidelines.

•Areas of the library will be cordoned off.

•Continue to offer virtual events and programs.

•Returned items continue to be quarantined for 36 hours then disinfected and shelved.

**Phase 4**: Library Welcomes Patrons into the Building—Limited Hours and Services

•The building opens to public on a limited basis. Essential services will be limited to grab-and-go service. Seating areas some book stacks and library areas; and the large meeting room will not be accessible

•Library hours limited.

•Limited number of computers available for use—30-minute maximum.

•All patrons ages five years and older will be required to wear masks or face coverings while in the building, unless unable to for medical reasons.

•Children ages nine years and younger must be accompanied by a responsible caregiver 15 years of age or older.

•Capacity will be limited.

•Restrooms will be locked and offered to patrons only.

•Drinking fountains will be closed.

• Curbside Pickup Service and Materials Drop off will continue.

•Continue to offer virtual events and programs.

•Returned items continue to be quarantined for 36 hours then disinfected and shelved.

**Phase 5**: Gradual Return of Full-scale Library Services

•Gradually increase occupancy level based on the guidelines from the city/county/state.

•Gradually increase hours. Gradually add limited in-person events and classes for adults.

•Gradually add limited in-person events for youth.

•Add limited number of Maker Studio hours.

•Add limited number of large meeting room hours.

•Continue to offer virtual events and programs.

•Continue to emphasize good hygiene and cleaning/sanitizing standards.

•Continue to emphasize social distancing.

•Returned items continue to be quarantined for 36 hours then disinfected and shelved.

•May be able to relax some of the items on the Pandemic Patron Code of Conduct.

**Phase 6**: Full-scale Library Services

•Full restoration of all library services.

•Increase in-person events, classes and meetups.

•Normal operating hours restored.

•Library fully staffed.

•May begin to accept material donations and may be able to open the Book sale

•May be able to relax some of the items on the Pandemic Patron Code of Conduct.