

South Haven Memorial Library Pandemic Policy and Reopening Procedure

Policy Statement

In formulating this Pandemic Policy and Reopening Procedure, research was conducted by consulting the CDC, pandemic plans of other libraries, OSHA, the Library of Michigan (including the Library of Michigan's Library Law specialist), and consulting with other Library Directors. The health and safety of the public and Library staff is the top priority.

This policy is subject to change, based upon government orders; the guidance of local, state, and federal health employees. The South Haven Memorial Library Board of Trustees grants the Library Director authority to administer this plan, and to make any changes, amendments, or alterations to ensure the safety of the public and Library staff.

This Pandemic Policy and Reopening Procedure is compliant with State of Michigan Executive Orders 2020-96 and 2020-97. This Pandemic Policy and Reopening Procedure, and the provisions therein, take precedence over any and all other current Library policies and procedure with which it may conflict.

Procedure

- Phase I: Library Staff Back in the Building
 - I. This phase will last one week and will allow Library staff to clean the building, attend pandemic training, update systems, order materials, and prepare for curbside service to the public.
- Phase II: Curbside Service
 - I. This phase will last several weeks, depending on government orders and other applicable circumstances.
 - II. Curbside service will be offered for limited hours:
 - Tuesdays 10am-2pm
Thursdays 2pm-6pm
Saturdays 10am-2pm
 - On these days and times the Library staff will:
 - Take requests for materials and answer patron questions
 - Prepare materials for patron pick-up
 - Perform other tasks as assigned
 - III. Library staff will work the following days on which curbside pick-up will not be available:
 - Mondays 10am-2pm
Wednesdays 10am-2pm
Fridays 10am-2pm
 - On these days the Library staff will:
 - Take requests for materials and answer patron questions
 - Prepare materials for patron pick-up

- Other tasks as assigned
- Interlibrary loan services through MeL will not be available
- IV. Pandemic safety rules will be observed
 - COVID-19 Control Supervisors
 - A COVID-19 control supervisor must be on duty at all times while Library staff are in the Library building
 - The Library Director is designated as the control supervisor who will implement, monitor, and report on the COVID-19 control strategies contained in this plan.
 - If the Library Director will not be present when Library staff are scheduled for work, they may appoint another staff member to act as the control supervisor in their stead.
 - Only Library staff required to perform curbside and preparation duties will be scheduled.
 - All Library staff and Library patrons will remain a minimum of six feet apart at all times.
 - The Library will provide face masks to all staff, and all staff will be required to wear masks when working with Library patrons and when working within six feet of other Library staff.
 - Library staff will be given the option of wearing face shields providing the Library is able to obtain them.
 - Library staff will be given the option of wearing latex or similar gloves providing the Library is able to obtain them.
 - All staff are required to report unsafe work conditions or deviations from the COVID-19 control strategies to the Library control supervisor.
 - Library staff exhibiting symptoms of COVID-19 are not allowed to enter the Library building for any reason
 - Staff will be sent home if there is reasonable suspicion they may have COVID-19.
 - Prior to the beginning of any work shift, staff will be required to complete a COVID-19 self-screening questionnaire. Staff are required to inform the control supervisor if the questionnaire reveals any concern about the staff member's health.
 - If a Library staff member is diagnosed with COVID-19:
 - The staff member must report the diagnosis to the Library Director immediately.
 - The Library Director will report the positive diagnosis to the Van Buren/Cass District Health Department immediately.

- The Library Director will immediately report the positive diagnosis to any co-workers who may have come in contact with the infected individual. The Library will not disclose the individual's identity.
 - If the infected staff member has been present in the Library building within seven days of receiving the diagnosis, the Library will be closed for a period of 24 hours. After 24 hours the Library building will be thoroughly cleaned before it will reopen. Any staff who worked in close proximity with the infected individual, within six feet for a period of at least fifteen minutes, will be required to quarantine for fourteen days and will be required to be symptom free before returning to work.
 - If a Library staff member has a member of their household that is diagnosed with COVID-19, that staff member must report the diagnosis to the Library Director immediately so the safe and appropriate action may be determined.
- Cleaning
 - Staff are required to use provided materials to wipe down items they use after they are finished using them.
 - All high touch surfaces are to be cleaned at the beginning and end of each shift.
- During curbside service patrons will not be allowed in the Library for any reason. Library volunteers will also not be allowed in the Library building for any reason.
- Patrons will be encouraged to request items via the Library's online catalog, or to call ahead to request items with an estimated arrival time and a description of their vehicle. Library staff will do their best to pull the requested items and to have them ready for pick-up.
- During open hours Library staff will be stationed near the front doors to deliver requested items to patrons and to answer questions.
 - Upon a patrons arrival, a Library staff member will deliver the requested items to the patron or to the patrons vehicle.
 - Library staff are required to wash their hands, change gloves, or use hand sanitizer between each patron interaction.
 - Returns are to be placed in the Library's book return. If patrons attempt to hand items to a Library staff member, Library staff will ask them to place items in the book return.
 - Returned items will be quarantined in the Library Community Room for a minimum of:
 - 24 hours for paper items
 - 72 hours for items containing plastic, including books with plastic covers

- V. Training. The Library will provide training to Library staff on.
 - Workplace infection-control practices.
 - Proper use of personal protective equipment.
 - Steps staff must take to notify the Library of any symptoms of COVID-19
 - How to report unsafe working conditions, consistent with this policy and reopening procedure.
- Phase II: Indoor Limited Service
 - I. This phase will last several week, depending on government orders and other applicable circumstances.
 - II. This phase is a progression from phase I. Patrons and Library volunteers will be allowed inside the Library building at this point.
 - III. Curbside service will continue to be offered for patrons who prefer it, following phase I rules.
 - IV. Open hours for this phase have yet to be determined.
 - V. Item return and quarantine rules from phase I still apply
 - VI. To maintain social distancing, a limited number of public computers will be available for patron use.
 - VII. Patrons may browse Library holdings, but social distancing must be maintained.
 - Areas of the Library will be reconfigured to discourage patrons from congregating and to maintain social distancing standards.
 - VIII. Patrons may not use the Library's Community Room for any reason.
 - IX. In-person Library events will not be conducted.
 - X. All pandemic safety rules from phase I will continue to be observed.
 - XI. The Library will create communications materials to inform patrons of changes to Library practices and to explain the precautions the Library is taking.
 - XII. The Library will post signs informing patrons of their obligation to wear a face covering while in the Library, and to not enter if they have recently been sick.
 - XIII. The Library will install physical barriers at service points.
 - XIV. Cleaning
 - All cleaning rules from phase I will continue to be practiced.
 - Staff are required to use cleaning materials to wipe down items used by Library patrons between each use.
- Phase III: Near-Complete Service
 - I. This phase will continue until government orders and applicable circumstances allow the Library to return to normal operation.
 - Library service hours will most likely revert to pre-pandemic norms.
 - II. Library services will return to normal except for the following:
 - Patrons will not be allowed to use the Library Community Room.
 - In-person Library events will not be conducted.
 - III. Pandemic safety rules will be relaxed:
 - Six foot distancing may remain in effect.
 - Library staff will be given the option of wearing personal protective equipment.
 - IV. COVID-19 control guidelines remain in effect.

- Phase IV: Return to Normal

June 9, 2020