

## **Phase 1: Curbside Delivery\***

Patron orders materials by placing holds in our online catalog <https://stpl.biblionix.com/catalog/> or by phone (989) 588-9782..

Staff will place items in the lockers located at the rear of the library for pick up anytime or patrons can make an appointment to pick up their items during our limited hours of M-F 9:00 am – 1:00 pm.

Staff will not accept returns, all returns must come through the exterior book drop at the rear of the Library so they can be quarantined.

Staff are encouraged to stay home if showing any symptoms of COVID19 (or if another person in their house is showing symptoms or has tested positive). Staff will be provided with masks and required to wear them when working in public areas or when they cannot stay more than 6 feet from coworkers, if medically tolerated..

## **Phase 2: Reopening Plan for Building (25% Capacity – 5 patrons)\***

Soft seating will be eliminated. Even-numbered computers will be marked out of service to reduce closeness. Tables will have only one chair each, some tables will be moved to increase space between. Toys and games will remain put away for the time being.

Staff will not accept returns, all returns must come through the interior book drop so they can be quarantined.

Plexiglas shields will be installed at service desks. Staff should use book carts to block open desk entrances from patrons.

Patrons will be limited to 30 minute visits. Parents are asked to keep children at home but, if they must bring them, to please keep children next to them during their visit.

The Tiny Tots Room will remain closed to the public. Patrons can request materials at the front desk/over the phone/through our catalog and staff will retrieve them from the Tiny Tots Room.

Staff will not provide computer assistance.

Only staff will be allowed to use the copy machine. Staff can make copies for patrons.

Staff are encouraged to stay home if showing any symptoms of COVID19 (or if another person in their house is showing symptoms or has tested positive). Staff will be provided with masks and required to wear them when working in public areas or when they cannot stay more than 6 feet from coworkers, if medically tolerated. Some, if not all, of the masks will have ties so as not in interfere with glasses/hearing aids.

Staff will sanitize touch points within the building at least twice daily.

Signs will be posted requesting that patrons wear masks to protect staff, other patrons, and themselves.

Programming will only exist online or in whatever capacity we can supply to the patron's homes/outside the building with no staff contact.

### **Phase 3: Reopening Plan for Building (50% Capacity – 10 Patrons)\***

Soft seating will be reduced/eliminated. Even-numbered computers will be marked out of service to reduce closeness. Tables will have only one chair each, some tables will be moved to increase space between. Toys and games will remain put away for the time being.

Staff will not accept returns, all returns must come through the interior book drop so they can be quarantined.

Plexiglas shields will be installed at service desks. Staff should use book carts to block open desk entrances from patrons. Office doors between public and staff spaces will remain closed when not in use. Doors between lobby and main floor will be propped open to reduce touchpoints.

Patrons will be limited to 30 minute visits. Parents are asked to keep children at home but, if they must bring them, to please keep children next to them during their visit.

The Tiny Tots Room will remain closed to the public. Patrons can request materials at the front desk/over the phone/through our catalog and staff will retrieve them from the Tiny Tots Room.

Staff will not provide computer assistance.

Staff are encouraged to stay home if showing any symptoms of COVID19 (or if another person in their house is showing symptoms or has tested positive). Staff will be provided with masks and required to wear them when working in public areas or when they cannot stay more than 6 feet from coworkers, if medically tolerated. Some, if not all, of the masks will have ties so as not to interfere with glasses/hearing aids.

Staff will sanitize touch points within the building at least twice daily.

Tape X's will be placed on the floor at service desks showing 6ft distances.

Signs will be posted requesting that patrons wear masks to protect staff, other patrons, and themselves.

Programming will only exist online or in whatever capacity we can supply to the patron's homes/outside the building with no staff contact.

#### **Phase 4: Back to Business as Usual\***

Soft seating will be replaced. All computers will be reopened. Tables will have all chairs again. Toys and games will return to the public areas.

Plexiglas shields may or may not remain, we will have to assess at the time.

The Tiny Tots Room will be open to the public.

Library programming will return to normal.

\*There are no timelines on any of the phases as these will depend on what is going on at the current time with the health of the community, various Executive Orders, and the guidelines of the Central Michigan Health Department. Phases may not always go in order and we may have to backtrack at times.