

Pandemic Reopening Policy

Canton Public Library

- I. **Purpose.** Michigan public libraries have been closed to the public pursuant to a series of executive orders. The Library anticipates that those restrictions will be lifted and the Library may once again resume public library service. This Policy establishes the steps the Library may take and the protocols the Library may put in place to protect the Library, staff, and patrons when the Library reopens. The Library may revert to any previous step based on conditions and any federal, state, or local restrictions.

- II. **Resuming Library Service.** Before reopening to the public or non-essential staff, and during the term of the Reopening Plan, the Library will establish regulations and implement the following:
 - A. *Cleaning Protocols.* The Library Director will establish and follow reasonable cleaning protocols, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, public computers, breakrooms, conference rooms, door handles, and railings. This may include removing objects and material from public areas and wiping down surfaces. The cleaning protocols may change as the health and safety issues evolve or as the Library moves through the stages of reopening.
 - B. *Returned Material.* The Library Director will also develop a protocol for addressing returned material. This may include quarantining returned materials for specific periods of time.
 - C. *Assess Needs.* The Library Director and Department Heads will meet to assess the condition of the Library and the tasks that need to occur prior to opening the Library to the public. This includes making sure the Library has the proper protection equipment such as hand sanitizer, gloves, masks or other similar equipment.
 - D. *Physical Distancing.* The Library Director will take steps to implement physical distancing protocols if required by law or the Reopening Plan. This may include removing or rearranging chairs and computer terminals, blocking areas/furniture, installing plastic screens, marking waiting areas to show the six (6) foot spacing, or providing “traffic control” designations, such as arrows showing one way travel in certain areas of the Library in order to maintain physical distancing. The Physical Distancing protocols will be established in the Reopening Plan for each stage.
 - E. *Notice to Patrons.* The Library Director shall post notices on the door of the Library and on the website to inform patrons of the particular regulations of patron conduct for the current stage of the Reopening Plan.

- III. **Reopening Stages.** The Library Board adopts the reopening plan attached as Exhibit A (“Reopening Plan”) to this Policy as the basic structure for the reopening stages for public library service. Pursuant to Section IV, the Library Director has authority to modify the Reopening Plan and

establish related procedures and guidelines. The Reopening Plan, including any modification by the Library Director, shall govern the use of the Library. Violations of the Reopening Plan may result in suspension of library privileges.

IV. Director's Role; Authority. The Library Director and his/her designee(s) will monitor and coordinate events surrounding the reopening. The Library Director has the authority over the following:

- A. *Modifications; Reopening Stages.* The Library Director may modify in writing any services, safety protocols or other part of the Reopening Plan. The Library Director also may determine when it is an appropriate time to move on to the next stage either in whole or in part, or to revert to a previous stage.
- B. *Staffing Levels.* The Library Director has the authority to address and determine appropriate staffing levels for each stage and whether staff can work from home or must work in-person.
- C. *Cancel or Limit Services.* Even after the Library reopens, the Library Director may cancel or limit programs or services to ensure the safety and security of staff and patrons. This includes cancelling scheduled meetings held in any Library meeting rooms. The Library Director will use reasonable efforts to post notices of the program changes and cancellations, including posting notices at the Library and on the Library's website.
- D. *Library Closure.* The Library affirms that they will comply with any federal, state, or local mandates to close the library. In addition, the Library Director has the authority to close the Library temporarily for a maximum of fourteen (14) days without prior Library Board approval. The Library Director will inform the Chair of the determination to close and the proposed duration of the closure. If the Library has not been reopened, the Library Board may meet to determine whether the Library Director's decision to close will be extended or whether the Library will be reopened before the time set forth in the Library Director's determination. This closure may be due to a specific incident or reoccurrence of an infectious disease in the Library's Service Area. The Library Director will use reasonable efforts to post notices of the closure, including posting notices at the Library and on the Library's website. This Policy assumes the staff will be paid based on their "normal" schedule during the Library's closure under this paragraph, pursuant to the Board-approved Reporting Pay Policy in the Employee Handbook.
- E. *Consultation.* The decision to cancel or limit services, move through the stages of the Reopening Plan, close the Library, or adopt additional protocols may be based on recommendations made regarding the outbreak by the Centers for Disease Control ("CDC"), Canton Township's Emergency Management Team, local health officials, the Library Board, Michigan Library Association, American Library Association, or other reputable sources.

- V. **Enforcement.** Patrons may not enter the Library or may be required to leave if they are not in compliance with any safety protocols or requirements in the Policy, Reopening Plan, or any condition or modification established in writing by the Library Director pursuant to this Policy. Only the Library Director or his/her designee has the authority to suspend or limit privileges pursuant to this Policy. If any patron receives a warning or has privileges suspended or limited, the Library shall fill out an incident report and shall provide written notice of the violation when possible. If the Library does not have the ability to provide written notice, the Incident Report shall identify when verbal notice was provided. The Library may provide additional suspension periods for subsequent violations of the same rule or requirement.

- VI. **Right of Appeal.** Patrons may appeal a decision to remove a patron or deny entry to the Library by sending a written appeal to the Library Board within ten (10) business days after the date the privileges were revoked, denied or limited. The appeal must be sent to the Chair of the Library Board. The decision of the Library Board is final.

- VII. **Applicability.** Unless specifically addressed by this Policy, this Policy is not intended to govern or regulate specific employment issues or policies involved with staff returning to work. All existing Library policies remain in effect unless in conflict with this Policy. In case of a conflict, this Policy shall govern.

EXHIBIT A
REOPENING PLAN

The following is the reopening plan authorized by the Library Board. This Reopening Plan is not intended to supersede or change any Library employment policies.

Requirements During All Stages.

- A. Per the CDC guidelines, patrons with an infectious illness such as the flu must not enter the Library until at least twenty-four (24) hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications.
- B. Patrons should not enter the Library with symptoms of an infectious disease.
- C. The Library shall provide notice on the Library doors of the patron responsibility requirements currently in effect. The Library Director has authority to approve the requirements and notices.
- D. Any requirements for staff safety precautions will be adopted separately and the staff will be informed.
- E. The Library Director shall determine the cleaning protocols for all stages.

Stage 1. Closed to the Public.

During this stage, the Library will be closed to the public either by local, state, or federal authorities, by motion of the Library Board, or by the Library Director pursuant to the Reopening Policy.

- A. Employees. Non-essential staff may return to the Library. However, the Library Director will determine who may return and according to the schedule adopted by the Library Director.
- B. Activities Permitted:
 - 1. Patrons are permitted to return Library materials. The Library Director will establish the protocols for returned material.
 - 2. The Library will address any policy or temporary measures involving fee forgiveness or suspension, library card renewals, issuance of new library cards, or extended due dates for materials.
 - 3. Review upcoming programs and meeting room rentals that may need to be cancelled or modified and review any contracts related to such.
 - 4. Landscaping and other outside maintenance activities may resume if permitted by local, state, or federal authorities.

5. Inside maintenance activities may also resume if permitted by local, state, or federal authorities.
 6. The Library can continue providing WIFI in the parking lot areas.
 7. Continuing essential functions.
- C. Physical Distancing and Safety Protocols.
1. The Library Director will take steps to implement physical distancing protocols.
 2. The staff workspace and/or work station assignments may be reconfigured to maintain physical distancing requirements of six (6) feet if possible.
 3. The Library will begin to implement physical distancing protocols in the Library in anticipation of patrons returning which may include:
 - a. Removing or rearranging chairs and tables.
 - b. Assessing what computer terminals may be used.
 - c. Blocking off areas/furniture.
 - d. Adding plastic screens.
 - e. Mark waiting areas to show the six (6) foot spacing.
 - f. Provide “traffic control” designations, such as arrows showing one way travel in certain areas of the Library in order to maintain physical distancing.
- D. Hours of Operation. The Library will not have any public hours of operation.

Stage 2. Staff Returning; Patron In-Person Services Still Suspended.

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director. Remote work remains available, depending on Library staffing needs and the ability to work from home. Every effort will be made to maintain the total weekly hours of employees, but individual scheduled hours may vary based on the Library’s operational needs and the need to maintain physical distancing.
- B. Activities Permitted:
1. Updating collections, including collection management functions and resumption of ordering library materials.
 2. Updating the patron database and resolving account issues.

3. Shelving materials.
 4. Information Technology upgrades, migrations, and changes to hardware and software configurations and setups to facilitate the next stages, including making technology purchases that facilitate remote work and physical distancing.
 5. Transferring materials and bibliographic records to the Library databases/catalog to the extent they were stored separately while working at home.
 6. Assess whether the Library has adequate masks, gloves, and hand sanitizer to serve the public and staff.
- C. Physical Distancing and Safety Protocols. The protocols for Stage 1 will remain in place.
- D. Hours of Operation. The Library will not have any public hours of operation.

Stage 3: Materials Pick Up and Limited Patron Services. Library Building Still Closed to the Public.

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director. Remote work remains available, depending on Library staffing needs and the ability to work from home. Every effort will be made to maintain the total weekly hours of employees, but individual scheduled hours may vary based on the Library's operational needs and the need to maintain physical distancing.
- B. Activities Permitted. In addition to previously authorized activities, the Library may include the following activities:
1. Materials pick up is permitted and the Library Director may explore alternate methods of materials access for patrons.
 2. The Library will address any policy or temporary measures involving fine forgiveness or suspension, library card renewals, issuance of new library cards, or extended due dates for materials.
 3. Resume the interlibrary loan process (if practical or possible).
 4. Answer phones and respond to patrons' reference questions.
- C. Physical Distancing and Safety Protocols. The protocols for Stage 1 will remain in place. In addition:
1. Patrons and staff must remain six (6) feet apart, and the library must design activities for materials pickup to maintain this distance.
 2. Patrons are required to wear a mask when engaging in materials pickup.

3. The Library will mark waiting areas for patrons and other materials pickup issues.
 4. The Library will create a sign or pamphlet to inform patrons of the Library's practices during a particular stage and the precautions the Library is taking to prevent infection.
 5. The Library Director will establish cleaning and sanitizing protocols for "high touch" areas or surfaces.
 6. The Library will train employees on appropriate cleaning procedures, including training for staff on cleaning between patrons as needed.
 7. If required by federal, state, or local law or regulation, the Library will notify employees if it learns that an individual (including a patron or supplier) with a confirmed case of COVID-19 has visited the Library.
 8. The Library will limit staffing to the minimum number necessary to operate.
- D. Hours of Operation. The Library Board authorizes the Library Director to determine the hours of operation for materials pickup based on his/her assessment of staffing levels, availability of PPE, volume of requests, and demands of the community.

Stage 4: Limited Opening.

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director. Remote work remains available, depending on Library staffing needs and the ability to work from home. Every effort will be made to maintain the total weekly hours of employees, but individual daily scheduled hours may vary based on the Library's operational needs and the need to maintain physical distancing.
- B. Activities Permitted. In addition to previously authorized activities, the Library may include the following activities:
1. Patrons may enter the Library but will be limited to a specific area in the Library.
 2. Patrons may have in-person conversations with Library staff, provided that physical distancing and Safety Protocols are followed.
 3. The Library may provide access by appointment to computers, printer/copier/scanner, and fax machine.
- C. Physical Distancing and Safety Protocols. The protocols for the prior stages will remain in place. In addition,
1. Masks: Patrons will be required to wear masks; the Library will provide masks if supplies are available.
 2. Physical Distancing: Patrons must stay six (6) feet away from all staff and other patrons. Physical distancing rules apply. The Library will provide a physical barrier for checkouts, service points, and in-person discussions, which may include barriers, tape markers, or tables, as appropriate. The Library will establish lines

to regulate entry in accordance with Section 4 below, with markings for patrons to enable them to stand at least six (6) feet apart from one another while waiting. The Library Director should also explore alternatives to lines, including by allowing patrons to wait in their cars for a text message or phone call, to enable physical distancing and to accommodate seniors and those with disabilities.

3. "Traffic" Directions: The Library will mark places where people are likely to gather in line to identify the proper physical distancing. This includes "traffic." The Library will design the space and markings to encourage people in the Library to maintain six (6) feet of distance between them.
 4. Occupancy: The Library reserves the right to limit the number of patrons allowed into the Library at a time, and all others must wait outside the Library. At the time of this writing, state regulations have established a limit of 30% of maximum occupancy, including staff and volunteers. Meeting rooms and study spaces are closed for public use.
 5. Limit Groups: Patrons will use their best efforts to come to the Library with the least number of people.
 6. Computers: Computer terminals will be located six (6) feet from any other computer or work station. The Library will make its best effort to either clean computer terminals and equipment between uses, or provide supplies for patrons to do so.
 7. Food and Beverage: Food and beverage is not permitted unless necessary for medical reasons or due to a disability.
 8. Signs: The Library shall create a sign or pamphlet to inform patrons of the following:
 - a. The Library's practices during a particular stage and the precautions the Library is taking to prevent infection.
 - b. Instructing patrons of their legal obligation to wear a mask when inside the Library.
 - c. Informing patrons not to enter if they are or have recently been sick.
- D. Hours of Operation. The Library Board authorizes the Library Director to determine the hours of operation based on his/her assessment of staffing levels, availability of PPE, volume of requests, and demands of the community.

Stage 5: Library Open to Public With Conditions.

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director. Remote work remains available, depending on Library staffing needs and the ability to work from home. Every effort will be made to maintain the total

weekly hours of employees, but individual daily scheduled hours may vary based on the Library's operational needs and the need to maintain physical distancing.

- B. Activities Permitted. In addition to previously authorized activities, the Library may open for additional activities:
1. In-person programming if current federal, state, or local orders, laws, regulations permit indoor programming. Limits may be placed on attendance to maintain physical distancing requirements and per any federal, state, or local orders, laws, or regulations.
 2. Meeting room use for Library-only sponsored events. The Library shall determine whether meetings can occur and if so, what restrictions apply.
 3. The computers will be open for public use. All computer terminals will be located six (6) feet apart. The Library Director may suspend service on any computers that cannot be relocated to a safe distance.
 4. The Library Director may open up additional parts the library building for public use.
- C. Physical Distancing and Safety Protocols. The protocols for the prior stages will remain in place.
- D. Hours of Operation. The Library Board authorizes the Library Director to determine the hours of operation based on his/her assessment of staffing levels, availability of PPE, volume of requests, and demands of the community.

Stage 6: Library Open for Regular Business. At this stage, the Library can reopen with the same services as normal. All Library services can resume without restrictions.