

## **GARDEN CITY PUBLIC LIBRARY REOPENING POLICY**

- 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.
  
- 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. *Social Distancing.* The Library Director will take steps to implement social 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 social distancing. The Social 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 and reopening regulations attached as Exhibit A (“Reopening Plan”) and Exhibit B (“Reopening Regulations”) respectively 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 Reopening Regulations. The Reopening Plan and Regulations, 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 (or other person appointed by the Library Board) 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 and Regulations. 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.

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 and the Library Board approves a Reopening Plan, 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 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 President 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.

- 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”), 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 President 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

### GARDEN CITY PUBLIC LIBRARY REOPENING PLAN

The following is the reopening plan approved by the Library Board (“Reopening Plan”). If an executive order, or statewide or Wayne County public health order, is in effect, all elements of the executive order, or statewide or Wayne County public health order, will be followed, and the executive order, or statewide or Wayne County public health order, will control if there is a conflict. The Reopening Plan only applies if permitted by law or executive order. 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 (100.4 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.

- 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. Landscaping and other outside maintenance activities may resume if permitted by executive order.
  - 2. Inside maintenance activities may also resume if permitted by executive order.
  - 3. The Library can continue providing WIFI in the parking lot areas.
  - 4. Continuing essential functions.

C. Social Distancing and Safety Protocols.

1. The Library Director will take steps to implement social distancing protocols.
2. The staff workspace shall be configured to maintain social distancing requirements of six (6) feet if possible.
3. The Library will begin to implement social 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 barriers.
  - 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 social 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.
- B. Activities Permitted:
  1. Updating collections.
  2. Updating patron databases.
  3. Shelving books.
  4. Transferring materials to Library databases to the extent they were stored separately while at home.
  5. Answer phones and respond to patrons’ reference questions.
  6. Review upcoming programs that may need to be cancelled or modified and review any contracts related to such programs.
  7. Resume the interlibrary loan process (if practical or possible).
  8. Assess whether the Library has adequate masks, gloves, and hand sanitizer to serve the public and staff.

- C. Social 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: Contactless 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.
- B. Activities Permitted. In addition to previously authorized activities, the Library may include the following activities:
  - 1. Contactless pick up is permitted.
  - 2. Patrons are permitted to return Library materials. The Library Director will establish the protocols for returned material.
  - 3. The Library will address any policy or temporary measures involving fee forgiveness or suspension.
- C. Social 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 contactless pick up to maintain this distance.
  - 2. Patrons are required to wear a mask when engaging in contactless pick up.
  - 3. 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.
  - 4. The Library Director will establish cleaning and sanitizing protocols for "high touch" areas or surfaces.
  - 5. The Library will train employees on appropriate cleaning procedures, including training for staff on cleaning between patrons.
  - 6. If required by the health department, 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.
  - 7. The Library will limit staffing to the minimum number necessary to operate.
- D. Hours of Operation. The Library Board establishes the following as the hours for contactless pickup, but this may be modified by the Library Director:

**Monday – Friday: 12:00pm – 6:00pm**

**Saturday – Sunday: Closed**

***Stage 4: Limited Lobby or Atrium Space Open.***

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director.
- 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 social distancing and Safety Protocols are followed.
  - 3. The Library will have access to computers for research or to look up and request library material
- C. Social Distancing and Safety Protocols. The protocols for the prior stages will remain in place. In addition,
  - 1. Patrons will be required to wear masks; the Library will provide masks if supplies are available.
  - 2. Patrons must stay six (6) feet away from all staff and other patrons. Social 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 social distancing and to accommodate seniors and those with disabilities.
  - 3. The Library will mark places where people are likely to gather in line to identify the proper social distancing. This includes “traffic.” The Library will design the spaces and markings to encourage people in the Library to maintain six (6) feet distance.
  - 4. Occupancy limits of the Library will be posted on the doors. The Garden City Fire Marshall has determined our maximum total occupancy limit is 105.
  - 5. Patrons will use their best efforts to come to the Library with the least number of people.

6. Computer terminals will be located six (6) feet from any other computer or workstation. The Library will use its best efforts to clean computer terminals between uses.
  7. Food and beverage is not permitted unless necessary for medical reasons.
  8. 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 the patrons of their legal obligation to wear a mask when inside the Library as long as a mask is required by an executive order.
    - c. Informing patrons not to enter if they are or have recently been sick.
  9. In addition to training required by previous stages, the Library shall train employees regarding how to manage symptomatic customers upon entry or in the Library.
- D. Hours of Operation. The Library Board establishes the following as hours for limited lobby or atrium service but this may be modified by the Library Director:

**Monday – Friday: 12:00pm – 6:00pm**

**Saturday – Sunday: Closed**

***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.
- B. Activities Permitted. In addition to previously authorized activities, the Library may open for additional activities:
  1. Small group programs that are in-person.
  2. Meeting room use for Library only sponsored events.
  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. Social Distancing and Safety Protocols. The protocols for the prior stages will remain in place.

- D. Hours of Operation. The Library Board establishes the following as the hours of operation, but this may be modified by the Library Director:

**Monday – Friday: 12:00pm – 6:00pm**

**Saturday – Sunday: Closed**

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

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## **EXHIBIT B**

### **GARDEN CITY PUBLIC LIBRARY REOPENING REGULATIONS**

#### ***STAGE 1. Closed to the Public.***

**A. *Cleaning Protocols.***

The Library Director or their designee will be the only persons entering the Library and Library work areas. They will spend as little time in the building as is absolutely necessary for completing essential tasks (payroll, bill payments, FOIA requests, etc.). They will clean and sanitize any and all surfaces with which they come in contact during their brief visits to the Library including but not limited to all door handles, desktops, keyboards, mice, and counter tops.

**B. *Returned Material.***

The Library will not accept any returned material at this time. As a “Fine Free Library,” our patrons will not be charged for overdue materials as a result of this closure.

**C. *Assess Needs.***

The Library Director and Department heads will meet via teleconference or videoconference 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. *Social Distancing.***

The Library Director or their designee will wear a facemask whenever they are likely to be within 10 feet of another person for more than a passing moment. They will maintain a 6-foot physical distance from all other persons to extent possible.

**E. *Notice to Patrons.***

The Library will have posted on its door and website, and will post on social media, a notice to patrons to the effect that the Library is closed until further notice.

#### ***STAGE 2. Staff Returning; Patron In-Person Services Still Suspended.***

**A. *Cleaning Protocols.***

Overnight custodial workers will “deep clean” the Library and Library workroom nightly.

**a. *Standard Practices***

- i.** All staff are required to wash hands for 20 seconds with soap and water every time they use the bathroom, remove gloves, have a meal or snack, wipe or blow nose, or cough into their hands.

- ii. All staff are encouraged to wash hands for 20 seconds with soap and water frequently during the day, especially after touching their face.
  - iii. Staff are encouraged to cough into facial tissue (and throw it away) or their sleeve near the elbow.
  - iv. All staff are required to wear a face mask whenever they are, or are likely to be, within 6 feet of another person for more than a passing moment.
  - v. All staff are required to maintain a 6-foot physical distance from all other persons to the extent possible.
- b. *Bathrooms*
- i. Doors to the bathrooms will remain open unless occupied.
  - ii. Sanitizing wipes will be available in bathroom so staff can wipe sink knobs, toilet handle, and door handle as they leave bathroom *after* washing hands for 20 seconds.
- c. *Staff Computers*
- i. At the start of each shift, and at the end of the workday, all staff computers will have their keyboards, mice, and other peripherals (e.g. barcode scanner) wiped with a sanitizer.
  - ii. Whenever a staff member finishes using a staff computer, the keyboard, mouse, and any other periphery used will be wiped with a sanitizer.
- d. *Work Surfaces*
- i. At the start of each shift, and at the end of the workday, each staff workstation will be sprayed with sanitizer and wiped thoroughly.
  - ii. Whenever a staff member finishes working at a workstation, the worksurface will be sprayed with sanitizer and wiped thoroughly.
- e. *Breakroom*
- i. At the start of each shift, and at the end of the workday, the table, refrigerator door, microwave, toaster oven, and counters in the staff breakroom will be sprayed with sanitizer and wiped thoroughly
  - ii. Whenever a staff member uses the breakroom, they will wipe the table and any appliances they used with a sanitizer.
- f. *Door Handles*
- At the start of each shift, and at the end of the workday, all door handles will be wiped with sanitizer wipes.
- g. *Stair and Ramp Railings*
- At the start of each shift, and at the end of the workday, all door handles will be wiped with sanitizer wipes.
- B. *Returned Material.***
- i. As a “Fine Free Library,” patrons will not be charged for overdue materials as a result of this pandemic closure.
  - ii. The Library may begin to accept material returned from the public at this stage, but only through the Book Drop.
  - iii. If TLN begins materials delivery service, materials may be returned from other libraries through delivery.

- iv. Staff will wear gloves and a face mask when emptying the Book Drop and delivery bins.
- v. Returned materials will be quarantined, based on the latest studies, before being discharged.
- vi. Every time a delivery bin, or quarantine bin is emptied, the surfaces will be sprayed with sanitizer and wiped.
- vii. To prevent recontamination of quarantined materials when discharging, staff will wear a face mask, and will either
  - 1. wear gloves, or
  - 2. use hand sanitizer or wash hands thoroughly for 20 seconds before discharging and again every time they touch their face.
- viii. Staff will use hand sanitizer or wash hands thoroughly for 20 seconds when they have finished discharging.

**C. *Assess Needs.***

The Library Director and Department heads will assess the condition of the Library and the tasks that need to occur prior to advancing to the next stage(s) of the Reopening Plan. This includes making sure the Library has the proper protection equipment such as hand sanitizer, gloves, masks or other similar equipment. It also includes making sure proper signage is ready to inform and direct the flow of patron traffic in future stages.

**D. *Social Distancing.***

All staff will wear a facemask whenever they are likely to be within 6 feet of another person. They will maintain a 6-foot physical distance from all other persons to extent possible.

**E. *Notice to Patrons.***

The Library will have posted on its door and website, and will post on social media, a notice to patrons to the effect that the Library is closed until further notice.

***STAGE 3. Contactless Pick Up and Limited Patron Services. Library Building Still Closed to the Public.***

At this stage the Library will offer contactless pickup service, and other limited patron services which do not involve in-person interactions (e.g. phone reference).

**A. *Cleaning Protocols.***

- i. In addition to the cleaning protocols of the previous stage, the contactless pickup table will be sanitized frequently. The frequency to be determined in part by number of transactions.
- ii. To prevent recontamination of quarantined materials, when retrieving materials from the stacks, charging the items to patron accounts, and placing bagged materials on the contactless pickup table, Staff will wear face masks and will either

1. wear gloves, or
2. will use hand sanitizer or wash hands thoroughly for 20 seconds before beginning and again every time they touch their face.
3. Hand sanitizer will be available for patrons at the pickup table.

**B. *Returned Material.***

The protocols for returned materials in Stage 2 will continue.

**C. *Assess Needs.***

The Library Director and Department heads will assess the condition of the Library and the tasks that need to occur prior to advancing to the next stage(s) of the Reopening Plan. This includes making sure the Library has the proper protection equipment such as hand sanitizer, gloves, masks or other similar equipment. It also includes making sure proper signage is ready to inform and direct the flow of patron traffic in future stages.

**D. *Social Distancing.***

- i. In addition to the protocols from the previous Stage, social distance will be marked on the walkways leading to the contactless pickup table.
- ii. Direction of travel will be marked on the walkways.

**E. *Notice to Patrons.***

The Library will have posted on its door and website, and will post on social media, a notice to patrons to the effect that the Library is open for contactless pickup only; that masks should be worn; that patrons should come alone or with as few people as possible; and that sick persons should not come to the Library.

***STAGE 4. Limited Lobby or Atrium Space Open.***

**A. *Cleaning Protocols.***

In addition to all the above protocols, handles on the exterior doors and counter tops where service is being provided will be sanitized hourly.

**B. *Returned Material.***

The protocols for returned materials in Stage 2 will continue.

**C. *Assess Needs.***

The needs assessment protocols from Stage 3 will continue.

**D. *Social Distancing.***

In addition to the protocols from Stage 3, social distance and one-way travel will be marked on the floors of the open areas of the Library. No public seating will be available. Public computer access will be by appointment (except Wi-Fi).

**E. *Notice to Patrons.***

The Library will have posted on its door and website, and will post on social media, a notice to patrons to the effect that the Library is open for limited lobby service; that masks should be worn; that patrons should come alone or with as few people as possible; and that sick persons should not come to the Library.

**STAGE 5. *Library Open to Public with Conditions.***

**A. *Cleaning Protocols.***

In addition to the Cleaning Protocols from Stage 4, public computer stations will be wiped with sanitizer between patron uses, and public study tables will be wiped hourly.

Doors to the bathrooms will remain closed and locked. Patrons will need to request the key to use the bathroom. When the key is returned, staff will wipe the door handle with sanitizing wipe.

**B. *Returned Material.***

The protocols for returned materials in Stage 2 will continue.

**C. *Assess Needs.***

The needs assessment protocols from Stage 3 will continue.

**D. *Social Distancing.***

The Social Distancing protocols from Stage 4 will be modified to allow limited public seating with seats no closer than 6 feet apart, limited public computer access with computer stations spaced at least 6 feet apart and computer sessions limited to 30 minutes per patron.

**E. *Notice to Patrons.***

The Library will have posted on its door and website, and will post on social media, a notice to patrons to the effect that the Library is open to the public with limitations; that masks should be worn; that patrons should come alone or with as few people as possible; and that sick persons should not come to the Library.

**STAGE 6. *Library Open for Regular Business.***

Normal operating and cleaning procedures will resume.