

Round Lake Area Public Library Reopening Plan

Final

HR will be coordinating health and wellness checks

PPE/Supplies and Mandatory Guidelines

- **All PPE will be provided by the library**
- **Staff will wear face masks at all times unless alone in a closed office**
 - Any non-employees entering the building will also need to wear a face mask
- **Gloves, face shields, aprons, and booties are optional**
 - These are not required, though the library will have some available
 - Gloves are recommended for handling potentially contaminated items/areas
- **No-touch Thermometers**
 - Thermometers will be available in these locations:
 - Volunteer Desk (Virginia's Desk)
 - Staff Lounge
 - Thermometer should be cleaned by employee after each use
 - Staff may also choose to clean thermometer before using
- **Every employee (exempt, non-exempt, part time, full time) must sign in through ProData either at the time clock or your desk when working in the library**
 - All non-employees entering the building will need to sign in (contractors, suppliers, etc.)
- **There will be multiple areas with masks, gloves, and paper lunch sacks (to place your mask in when you need to remove it) available throughout the library**
 - **Location 1:** Receiving Area
 - **Location 2:** Volunteer Desk (Virginia's Desk)
 - **Location 3:** Staff Lounge
 - **Location 4:** By Group Study/Tutor Rooms
- **Extra PPE disposal stations will be available by the Meeting Room door and in the vestibule**
 - Garbage will be emptied once per day
 - For our organization, PPE items can be discarded with regular trash
- **Plexiglass project for workstations is being developed by Edith. She will be coordinating this project with Department Heads.**

Tentative Operating Schedule

- **6/22/2020-7/3/2020**
 - **Monday-Friday, Closed Sundays**
 - **9:00 a.m.-6:00 p.m. Staff answering phone /Outdoor Material collection**
- **7/6/2020 until further notice**
 - **Monday –Saturday, Closed Sundays**
 - **9:00 a.m.-6:00 p.m. Staff answering phone/Curbside Services**
- **Curbside Pickup**
 - Begins July 6
 - Pickup will be by appointment only between 9:00 a.m.-6:00 p.m.
 - Specific pickup times will be determined by Circulation/Reference Services
 - **Adult Services and Youth Services are creating craft kits that they want to include with curbside pickup**
- Hours may need to be re-evaluated after we open
- Add wording on website/social media that hours are subject to change as needed
- **Please follow standard call in procedures if you are not able to work your scheduled shift**
- **If you become sick during your shift please tell a co-worker, clock out and leave immediately**
- **Co-worker will inform PIC of staff going home sick**

Staff Scheduling

- Microsoft Teams will be used to create a centralized schedule for all departments
- No more than 15 staff in building per shift maintaining social distancing
 - Assuming two shifts of 5 hours per day – 30 staff total per day
 - **This adheres to Gov. Pritzker’s Reopening Plan:**
 - **Maximum occupancy of 50% of office capacity**
 - <https://dceocovid19resources.com/assets/restore-illinois/businessguidelines3/offices.pdf>
- Building Access for staff will be:
 - 7:00 a.m.-8:00 p.m.
 - Shifts will be determined by department head
- **Staff will have a combination of hours in the library and working from home**
- Staff who can work from home will continue to do so

- Staff will not be working full shifts that would require a lunch break or extended use of Staff Lounge
- **Staff start and end times will need to be staggered** to avoid having a lot of staff waiting to come in or leave while maintaining social distancing
- **There will be a time clock station at the Meeting Room door so staff won't have to back track to the staff entry door to clock out**

Staging Areas

- To minimize contact and maintain social distancing, staff will enter and exit through different doors
- Staff enter one at a time and proceed through staged areas to equip PPE (like an assembly line)
- 6-foot areas will be marked for staff all the way up to the Volunteer Desk
 - Mark floor with red duct tape
 - Avoid using mail center for PPE supplies – too close to Jim's office door
- **Staff Entrance – Receiving Room:**
 - Hand sanitizer
 - Face masks
 - Library will provide masks
 - Cloth masks – reusable
 - Paper masks – disposable
 - Gloves
- **Locker Room/Time Clock:**
 - **All staff sign in on (ProData) either at time clock or desk**
- **Volunteer Desk (Virginia's Desk):**
 - Disposable aprons (optional)
 - Disposable booties (optional)
 - Paper bags (lunch size) for mask containment as needed
 - Extra PPE supplies:
 - Cloth and paper face masks
 - Gloves
- **Exit – Meeting Room (sink side):**
 - Throw away used PPE or place reusable mask in a paper bag to take home
 - **All staff sign out on (ProData) either at meeting room timeclock or desk**
 - Wash hands as needed
- **NOTE:** Encourage staff to leave extraneous items at home

- Staff lockers will be available
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Phase 1

Before Staff Return to Building:

- **Clean and manage facilities** – dusting, wipe down all surfaces with disinfectant
 - **Library does not need to be cleaned by professional company**
 - Building has been closed for over two months – any potential virus will have expired
 - All hard surfaces (doorknobs, rails, light switches, faucets, time clock, etc.) will need to be cleaned regularly
 - **Maintenance will create a surface cleaning schedule**
- **Staff will need to learn how to properly sanitize their own areas**
 - Computer/laptop/iPad screens need special treatment to avoid damage – do not use Clorox wipes
- **Schedule any missed preventative maintenance visits (HVAC, pest control, etc.) - done**
 - Schedule in May if possible to avoid contractors and staff being in close proximity
 - If contractors come after limited opening they will also need to sign in for contact tracing
- **Cloth office chairs:**
 - **Optional** – staff may keep their cloth chair if they prefer
 - If staff are concerned about their cloth chair holding the virus, they may choose to switch for a plastic Meeting Room chair
 - Staff can take a plastic chair from the Meeting Room to use at their desk
 - Place cloth-covered chair in the reading area in Adult Services
 - Attach a note with your name on it to the chair

Week 1: June 15 (tentative) – Department Heads & Reopening Team

- **If staff remove their mask to drink, eat, or catch their breath, other staff must not approach them and allow for more extended social distancing**
- Put up necessary posters required by State/OSHA/CDC
- Format work spaces and processes for staff to come back to the library
- If High task chairs can't be used, alternate spaces for staff will need to be located
 - Adult/Youth Services will be answering phones from the office instead of at the service desk
- Divide Meeting Room to provide quarantine and exit capabilities

- Staff not in the library will continue to work from home
- Determine how to allow adequate safe distance between employees/workstations
- Begin receiving packages from FedEx, UPS, and USPS
- Maintenance will create and follow procedures for quarantining of deliveries, including moving items to meeting room for quarantine
- Department Heads will be coordinating to bring in staff without exceeding maximum amount of staff per shift
- Start promoting Curbside Services and return of materials:
 - Return of materials: June 22 (tentative)
 - Curbside Services: July 6 (tentative)
- **Mandatory Staff Training** – strongly recommended by Illinois Dept. of Commerce per Gov. Pritzker
 - <https://dceocovid19resources.com/assets/restore-illinois/checklists3/businesses.pdf>
 - Training hosted remotely, organized by Robbyn
 - Recorded training session links will be made available for staff to view later
 - Topics:
 - Cleaning/sanitizing
 - Health – what to do if you or your family member are ill
 - Proper use and disposal of PPE
 - Per CDC guidelines gloves and masks can be disposed of in regular trash

Week 2 & 3: June 22 & June 29 (tentative) – Limited Staff Return to Building

- **If staff remove their mask to drink, eat, or catch their breath, other staff must not approach them and allow for more extended social distancing**
- Allow patrons to return materials and have phone services begin
- Assign tasks:
 - Check in and shelve all materials that have been adequately quarantined
 - Create supply/craft bags for patrons to pick up
 - We currently have limited amount of holds and can have staff contact patrons by phone
 - Run pick lists for pickup at Round Lake and pull/process materials for holds
 - Other tasks as assigned by department heads

Phase 2

Week 4: July 6 (tentative) – Curbside Services

- Circulation will be using the Curbside Services document previously created
- Each department will use their own guidelines for maintaining social distancing while staff are working in the library
- **If staff remove their mask to drink, eat, or catch their breath, other staff must not approach them and allow for more extended social distancing**