**Plan of action for Circ to open to public**

* We measured the work stations and they all comply with the six feet social distancing mandate, but it might be better if you can avoid using station 2.
* We requested on 7/30/2020 for Maintenance to move tables with bagged materials to the non-quarantined side of Meeting Room (maintenance request placed)
  + Clerks will start to place curbside bags in meeting room
* Take down Helen’s Café sign and place in meeting room on table
* Test credit card terminals
* If we have cash bags, we will have them ready in locked drawer (3 – 4 days at a time)
  + 6 cash bags in total
  + Close out register every day until further notice
* Place stanchions/theater ropes back in place
* Clean black tray and move coffee supplies to meeting room non-quarantine side
* Place k-cup holder from circulation saleable in the meeting room
* Place extra coffee from circulation in meeting room non-quarantine side
* Leave closed signs in front of circ work station at passport
* Remove public access to pens and supplies from passport desks (Done)
* Give request to Robbyn need bags by 7/31/2020 (Done)
  + If we have no cash by opening date we need to say only credit or check accepted at this time
* Request reprint of passport/Photo services not available until further notice put in graphic request (Done)
* Take down passport hour’s banners roll up and place in meeting room (done)