**Checklist for Circulation Opening to Public**

* **Arrange Passport Area:**
	+ Desks will remain in the same position
	+ 2nd credit card reader needed at one of the desks
	+ Copier/cash register/ shredder can go along the wall
	+ Stanchions will be placed along both desks to protect staff from applicants walking in their area
* **Safety Shields:**
	+ 1 needed for passport desk
	+ 1 needed for Greeter desk

* **Greeter:**
	+ Replace small white table with extra wooden passport desk
		- Provides more safety/social distancing for staff
	+ Phone and everything else will remain the same
	+ Move the book drop down a little
	+ Remove and store the newspaper holder
* **Tasks:**
	+ Move holds back to behind the Circulation desk
	+ Move extra curbside bags to Meeting Room
	+ Cover public Keurig machine at coffee bar
	+ Coffee cart supplies will be moved to Meeting Room