**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