



Vernon Area Public Library

# Coronavirus COVID 19 Policy Manual

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# Coronavirus COVID-19 Employment Policy Manual

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### Introduction

Employees of the (VAPLD) Vernon Area Public Library District are required to follow the policies in the VAPLD Employment Handbook. This document has updated policies and is a temporary policy and procedure that supersedes the same policy in the VAPLD Employment Handbook for use during the Coronavirus COVID-19 Pandemic. These policies are meant to provide employees with information and expectations during this crisis. This temporary policy manual is expected to end on 12/31/2020, but may continue with approval of the Library Board.

## Coronavirus Statement

The health, safety, and well-being of our employees is our highest priority. Therefore, the Library wishes to reinforce best practice with regard to preventative health and safety measures.

### Hygiene Practices

The following health and safety actions are recommended by the [Center for Disease Control and Prevention](#) and the [World Health Organization](#):

- Wash your hands frequently and thoroughly with soap and water.
- Maintain social distancing. Stay at least six feet away from other people.
- Avoid touching your eyes, nose and mouth.
- Practice respiratory hygiene. (Cover your cough or sneeze with a tissue, then throw the tissue in the trash).
- Wear required personal protective equipment (PPE) including gloves and masks when working in the library building/annex. Some staff will be required to wear additional PPE, dependent upon their responsibilities.
- If you are ill, seek medical care and stay home from work.

**Stop the Spread of Germs**

Help prevent the spread of respiratory diseases like COVID-19.

- Stay at least 6 feet (about 2 arms' length) from other people.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
- When in public, wear a cloth face covering over your nose and mouth.
- Do not touch your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces.
- Stay home when you are sick, except to get medical care.
- Wash your hands often with soap and water for at least 20 seconds.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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## **Travel Outside the Country**

If you or anyone in your family has traveled to or from a country that is designated a Level Warning Three as designated by the CDC within the past month, please notify your supervisor or Human Resources. You may be asked to self-quarantine for 14 days after possible exposure and notify us if you develop any COVID-19 symptoms during this time.

### **Travel to Other Destinations:**

Staff must report whether you or someone with whom you have close contact has recently traveled to any other destination identified by state, local, or federal authorities as a risk location, or to any destination requiring or recommending self-isolation after travel. You may be asked to provide information to help determine whether any destination poses a significant risk. If you have traveled to any locations posing a high risk of exposure, you may be asked to self-isolate or to provide proof of a negative test for COVID-19 before returning to work.

Staff may be eligible for paid leave under the Families First Coronavirus Response Act (FFCRA) if they are subject to a federal, state or local quarantine order, or if an employee provides a note from their doctor mandating a quarantine. When possible, but not all situations, staff may work remotely. Staff who are not eligible under the FFCRA and not eligible to work remotely, with supervisor's approval may use their paid time off, if available, or unpaid time off.

[Travel to Other Designations](#) aligns with the Chicago [Emergency Travel Order](#). Click the above link to see which states are identified by state, local, or federal authorities as a risk location. Click on the following link for regional risk locations in the [State of Illinois](#).

Violation of this policy may result in disciplinary action, up to and including immediate dismissal.

## Illness/Sickness

According to the Illinois Department of Public Health, other respiratory viruses (i.e., influenza) are currently circulating in Illinois. Fever, coughing, and difficulty breathing are symptoms associated with these viruses. Employees exhibiting any of these symptoms or other signs of illness will be asked to go home. Employees should not return to work until all signs and symptoms are gone, including being fever free for at least 24 hours while free from medication.

### Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

**\*Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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If an employee has signs or symptoms indicating COVID-19 (fever and/or symptoms of acute respiratory illness (e.g., cough, difficulty breathing), the employee will be asked to notify their supervisor or HR and seek medical assistance. Additional information about COVID-19 can be found at the [Center for Disease Control Prevention website](https://www.cdc.gov/disease-control-prevention). Employees who are out for more than three days, or who have tested positive for COVID-19, may be asked to bring in a doctor's note indicating they are fit to return to duty.

# What should I do if...



## How do I...

### ...self-quarantine?

**STAY HOME** for 14 days.  
**AVOID CONTACT** with other people.  
**DON'T SHARE** household items.

### ...self-monitor?

**BE ALERT** for symptoms of COVID-19, especially a dry cough or shortness of breath.  
**TAKE YOUR TEMPERATURE** every morning and night, and write it down.  
**CALL** your doctor if you have trouble breathing or a fever (temperature of 100.4°F or 38°C).  
**DON'T** seek medical treatment without calling first!

### ...practice social distancing?

**STAY HOME** as much as possible.  
**DON'T** physically get close to people; try to stay at least 6 feet away.  
**DON'T** hug or shake hands.  
**AVOID** groups of people and frequently touched surfaces.

### And practice great hygiene!

**WASH** your hands frequently • **AVOID TOUCHING** your face • **WIPE DOWN** frequently touched surfaces regularly

Source: MIT Medical

## Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

*During the workday in the Main Library /Annex, employees are requested to:*

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging, to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least six, or more, feet from each other if possible; avoid person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
4. Do not congregate in work rooms, offices, staff lounge or other areas where people socialize.
5. Employees will be trained on the use of (PPE) Personal Protective Equipment and expected to wear at all times when working on Library property.

## Work Hours and Schedules (COVID-19)

The Library hours of operation will be determined by the Library Director in communication with the Library Board.

During Stage 2 of the Library's *Pandemic Reopening Plan*, when the buildings are closed to the public, a limited number of staff will work in the Main Library /Annex to provide the services necessary for the delivery of physical materials. To ensure social distancing, only staff scheduled to work in the Main Library/Annex should be in the buildings.

Most employees will be asked to work remotely.

It is anticipated the library will be in operation Monday - Saturday.

The Library is closed on the following holidays: Memorial Day; Independence Day; Labor Day; Thanksgiving Day; Christmas Eve Day; Christmas Day; New Year's Eve Day. The Library closes at 5:00 p.m. on the day before Thanksgiving Day.

The work week begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. the following Saturday.

Do not expect to work your regular hours prior to the Library closing due to the COVID-19 Pandemic. All work schedules and hours are determined by the employee's department head. All requests for paid or unpaid time off must be approved by the employee's department head.

The Library reserves the right to change both the number of hours worked per week and the scheduling of those hours.

Work and vacation schedules will be arranged to meet the Library's service needs. Employee's personal wishes with regard to scheduling will be taken into consideration when possible. However, the Library is not obligated to meet personal scheduling requests.

Work schedules will be available in each department. Employees are responsible for checking their schedule for assigned times. An average schedule may include one or more evenings a week and one weekend a month.

## **Timekeeping**

Between March 16 - July 11, 2020, all non-exempt staff will be paid for their standard scheduled weekly hours, unless they exceed their standard weekly hours. If a non-exempt employee exceeds their standard weekly hours, they will be paid for actual hours worked. If a non-exempt employee works 40 hours or above, they will be paid at time and a half. All employees are required to document their actual work hours on their COVID-19 Time spreadsheet, unless they used their swipe card to enter their in/out time on their ADP Timesheet.

Starting July 12, 2020, the Library will pay staff for actual hours worked. If staff do not reach the standard weekly hours, they can use vacation, or personal time to make up the difference, up to their standard weekly hours.

Staff who report to work at the Main Library/Annex will use their card to swipe in/out at the start/end of their workday. This will record their hours and upload to their timesheet in ADP.

Staff who work virtually after July 12, 2020, will no longer need to enter their actual work hours for each day worked on the COVID-19 Time spreadsheet. Staff will remotely punch in/out on ADP. Employees need written approval from their Department Head before working any hours above those typically scheduled. If a non-exempt employee works 40 hours or above, they will be paid at time and a half.

The department head or supervisor will review their employees' hours and will approve their department's timecard at the end of the pay period.

On July 12, 2020, exempt staff can enter their actual hours worked in ADP.

## **Reporting to Work**

When arriving to work for your scheduled workday staff are required to do the following;

1. Enter the building through the designated door.
2. Review posters at the entrance of the building to determine if you have symptoms of COVID-19. If so, notify your supervisor.
3. Swipe in using the timeclock.
4. Wash and/or sanitize hands.
5. Put on required PPE
6. Report to your assignment.



## Breaks

During Stage 2 of the Library's Pandemic Reopening Plan, the staff will work three (3) to three and a half (3.5) hour shifts. The shifts are short to minimize the spread of COVID-19. There will be no meal breaks, the staff will not be allowed to congregate in the staff lounge, or have use of the coffee maker and vending machines. Drinks are allowed in sealed personal containers.

## Position Titles and Descriptions

Position titles within each classification will be set by the Library Director and may be changed at the discretion of the Library Director after consultation with the Department Head responsible for the position. While this temporary policy is in place, staff members might be asked to do some tasks not currently listed in their job description. Under secondary function in each job description at the library it is written, "Performs other duties, as assigned. The COVID-19 Pandemic is a perfect example of when "Performs other duties" is now an essential function. If a staff member is unable to perform a task requested, notify your supervisor.

## Remote Work Policy

Remote work is a work arrangement allowing employees to work at home or at some other off-site location for all or part of their regularly scheduled work week. Remote work is a voluntary work alternative, other than when there is an unforeseen circumstance and work from home is the only alternative. Remote work is not an entitlement; it is not an organization-wide benefit; and it does not change the terms and conditions of employment with the Library.

### Eligibility

The following conditions must be met for an employee to be eligible for a remote work arrangement:

- Employees must have worked at the Library for a minimum of 12 months of continuous, regular employment and must have met or exceeded performance standards in accordance with the Library's performance appraisal process, or there is a need because the Library building, or annex is closed due to an unforeseen circumstance. Employees must demonstrate they are able to satisfactorily carry out the same duties, assignments, and other work obligations offsite as they do when working on the library premises.
- Employees must be able to meet and maintain compliance with electronic hardware, training, and security requirements set by the Manager of Information Technology.
- Employees must be able to meet the requirements described in "Office *Environment and Safety*" included as part of this policy.
- Employees must complete a Remote Work Arrangement form and obtain approval from their manager.

## **Remote Work**

Either an employee or a Department Head can suggest remote work as a possible work arrangement. Remote work arrangements are approved on a case-by-case basis, unless there is an unforeseen circumstance. Otherwise, permission for remote work arrangements must be obtained from the employee's Department Head and approved by the Library Director or their designee. Remote work may not be feasible for certain positions.

Employees with remote work arrangements will be required to record all hours worked in a manner designated by the Library. Employees must be reachable by phone or email within a reasonable time period during the established work schedule unless otherwise detailed by the remote work arrangement.

The availability of remote work as a flexible work arrangement for employees can be discontinued or suspended at any time at the discretion of the Department Head or the Library Director or their designee.

## **Office Environment and Safety**

The employee must establish a safe and appropriate work environment within their home or offsite location for work purposes. Employees may request use of library electronic equipment, which will be reviewed on a case-by-case basis by the Manager of Information Technology.

Injuries sustained by the employee while at their home and/or offsite locations and in conjunction with their regular work duties are normally covered by the Library's workers' compensation policy. Employees with remote work arrangements are responsible for notifying the Library of such injuries as soon as possible after they occur.

No in-person meetings related to work duties may be held at an employee's home while conducting remote work. Employees are liable for any injuries sustained by visitors to their home/work site.

Employees will be reimbursed for the use of internet when working from home at the following rate:

- Under 80 hours per month - \$5.00
- 80-120 hours per month - \$10.00
- 121 or more hours per month - \$15.00

Employees will need to complete an "Expense Report – Not Travel" with a copy of their internet bill each month they worked from home within 30 days of receiving their bill.

The reimbursement will show up in the employee's second paycheck in the following month after the expense report is submitted.

## **Confidentiality**

Staff who work from home must comply with the Library's Employment Handbook policies under Conduct and Work Rules, Breaches of Conduct and the Illinois Library Records Confidentiality Act, when it comes to keeping employee or patron information confidential.

# **FMLA Leave Expansion and Emergency Paid Sick Leave Policy Due to COVID-19**

## **Purpose**

The purpose of this policy is to comply with the Families First Coronavirus Response Act (FFCRA). This policy will provide eligible employees with leave and paid sick leave. This policy takes effect on April 1, 2020 and will expire on December 31, 2020. Employees who are seeking a leave for reasons outside of this policy may still be eligible under Employer's other leave policies such the Family Medical Leave Act policy and/or the General Leave of Absence policy. Please refer to those policies for additional information on non-FFCRA leaves of absences.

For the purpose of this policy, "son or daughter" means the employee's own child under the age of 18, which includes biological, adopted, or foster children, your stepchildren, legal wards, children for whom the employee is standing in loco parentis—someone with day-to-day responsibilities to care for or financially support a child. The definition also includes an adult son or daughter (i.e., one who is 18 years of age or older), who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability.

## **Emergency FMLA Leave**

### **Employee Eligibility**

All employees who have been employed with the Library for at least 30 days prior to the date they wish the leave to start.

### **Reason for Leave**

Eligible employees who are unable to work (or telework) due to a need to care for their son or daughter when the school or place of care has been closed, or their regular childcare provider is unavailable, due to a public health emergency with respect to COVID-19.

### **Amount of Leave**

Employees will have up to 12 weeks of leave to use from April 1, 2020, through December 31, 2020. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period. (FMLA employers only).

### **Amount of Pay**

Leave is unpaid during the first ten working days. Employees may elect to use any accrued and applicable paid vacation, sick or personal leave during this time, including time available under the Emergency Paid Sick Leave Act (discussed below).

For the remainder of the leave, employees will be paid 2/3 their regular rate of pay (calculated as 2/3 of their rate of pay multiplied by the number of hours the employee would otherwise be scheduled to work).

In no circumstances will that pay exceed \$200 per day, and \$10,000 in total, per employee. Any unused portion of this pay will not carry over beyond the calendar year nor will it pay out upon termination of employment. The employee can not use other accrued paid time off to bring the employee's rate of pay to 100% during the leave. The use of any such paid time does not increase the amount of leave the employee is entitled to under this Act.

### **Benefits During Leave**

The Organization will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment. This should be arranged with Human Resources. If the employee does not continue these pre-arranged benefit payments, the Library may discontinue coverage during the leave. If the employer maintains coverage while the employee is on leave, the Library may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

Employees will accrue employment benefits, such as vacation pay and sick/personal pay, etc. while on leave.

### **Notice and Documentation Required**

All employees requesting this leave must provide written notice of the need for leave to Human Resources as soon as practicable. The request must include: the name and age of the child (or children) to be cared for; the name of the school that has closed or place of care that is unavailable; and, a statement that no other person will be providing care for the child during the period for which the employee is receiving family medical leave. If the employee is requesting leave for the need to provide care for a child older than fourteen during daylight hours, the employee must provide a statement that special circumstances exist requiring the employee to provide care.

### **Carryover**

Emergency paid family leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

### **Intermittent or Reduced Schedule Leave**

This leave may be taken intermittently (in separate blocks of time) or on a reduced hours basis with the agreement of the Library and the employee if the employee is unable to work or telework.

### **Job Restoration**

An employee who returns to work from an approved FMLA leave of absence is entitled to return to his or her job or an equivalent position without loss of benefits or pay.

### **Emergency Paid Sick Leave**

#### **Eligibility**

All employees unable to work (or telework) due to one of the following reasons for leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human services in consultation with the Secretary of the Treasury and the Secretary of Labor.

### **Amount and Reasons for Leave**

All eligible full-time employees will have up to 80 hours of emergency paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

### **Amount of Pay**

Emergency paid sick leave will be paid at the employee's regular rate of pay for leave taken for reasons 1-3 above, subject to the caps, described below. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, also subject to the caps described below. Pay will not exceed:

- \$511 per day and \$5,110 in total per employee for leave taken for reasons 1-3 above;
- \$200 per day and \$2,000 in total per employee for leave taken for reasons 4-6 above.

### **Interaction with Other Paid Leave**

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

If an employee is using emergency family medical leave, the employee may use emergency paid sick leave during the first ten days of unpaid emergency FMLA. The use of emergency paid sick leave during the first two weeks of emergency family medical leave will not extend the time off available under the emergency family medical leave act. During the first ten days, the employee may also choose to go unpaid or use other paid time off. During the remaining 10 weeks, the employee may use any available vacation, sick or personal time to supplement pay available under the law.

### **Notice and Documentation Required**

All employees requesting this leave must provide written notice of the need for leave to Human Resources as soon as practicable. The request must include: the employee's name; the date or dates for which leave is requested; a statement of the COVID-19 related reason the employee is requesting leave as well as written support for such reason; and, a statement that the employee is unable to work or telework.

If the employee is requesting the leave due to a quarantine, the employee must also include: the name of the governmental entity ordering quarantine or the name of the healthcare professional advising self-quarantine; and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person's name and relationship to the employee.

If the leave request is based on a school closing or child care provider unavailability, the statement from the employee should include: the name and age of the child (or children) to be cared for; the name of the school that has closed or place of care that is unavailable; and, a representation that no other person will be providing care for the child during the period for which the employee is receiving the leave. If the request is based on the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, the employee should also include a statement that special circumstances exist requiring the employee to provide care.

### **Carryover**

Emergency paid sick leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

### **Intermittent or Reduced Schedule Leave**

Emergency paid sick leave for qualifying reasons related to COVID-19 must be taken in full-day increments. It cannot be taken intermittently if the leave is being taken because:

- The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- The employee is caring for an individual who either is subject to a quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

The only exception is that employees may take sick leave on a reduced schedule for the above reasons if they are able to, and want to, telework, with the agreement of the Library. Unless the employee is teleworking, once the employee begins taking emergency paid sick leave for one or more of these qualifying reasons, the employee must continue to take emergency paid sick leave each day until the employee either (1) use the full amount of paid sick leave or (2) no longer has a qualifying reason for taking paid sick leave.

The employee may take emergency paid sick leave intermittently, if the employee wants to, with the agreement of the Library, if the employee is taking emergency paid sick leave to care for the employee's child whose school or place of care is closed, or whose child care provider is unavailable, because of COVID-19 related reasons.

**Job Protection** - Employees who take emergency paid sick leave will not be retaliated or discharged for doing so.

# Pandemic Reopening Plan

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## OVERVIEW

The Director will reopen the library buildings and services while in communication with the Library Board of Trustees and local authorities and also in response to recommendations and directives from the CDC, WHO, federal, state and local government agencies. The plan is to reopen the library buildings and reintroduce library services over five stages.

### Stages to Re-engaging Library Operations

1. Preparation of the building and collections
2. Limited circulation of physical materials
3. Opening of Public Services areas with modifications
4. Introduction of small programs and activities
5. Full service operations

Details on the re-establishment of core library services will be developed by the Management Team, and will be adjusted as more information and authoritative guidance becomes available.

### Order of Re-establishing Core Library Services

1. Digital access to materials and Parking Lot Wi-Fi
2. Virtual library services (Phone, email, chat, online programs)
3. Circulation of Held Materials
4. In-person Assistance
5. Access to Computers/Internet
6. Full Collection Browsing
7. Study Rooms / 1-1s
8. Programs, Meeting Room Use, Outreach: Small
9. Programs, Meeting Room Use Large

## STAGE 1: PREPARATION OF THE BUILDING AND COLLECTION

### Conditions

The stay-at-home order is lifted by state and local authorities. 'Non-essential' businesses are allowed to return to work. May coincide with Phase 3 of [Restore Illinois: A Public Health Approach to Safely Reopen Our State](#).

- Physical distancing and gathering limits recommended to 10 or fewer.
- There has been a sustained reduction in new COVID 19 cases within the community for at least 14 days.

- The area healthcare system has the capacity to withstand a moderate outbreak.
- Community members have access to sufficient and efficient testing and public health officials are able to trace COVID 19 contacts.

### **Operational Goals**

Goals for this stage include preparing the building for occupancy.

- Preparing facility and computers for staff and eventual patron use
  - Physical workspace adjustments to create social distancing
- Receiving and processing deliveries of new materials
- Staff training on hazardous material handling and workplace safety

### **Library Services Provided**

1. Digital access to materials and Parking Lot Wi-Fi
2. Virtual library services (Phone, email, chat, online programs)

### **Considerations**

The availability of safety/protective supplies that coincide with the current health recommendations. Very limited staff would be transitioned from remote to onsite work schedules as priority of duties and health guidelines allow. Most staff would continue to work remotely.

## **STAGE 2: LIMITED CIRCULATION OF PHYSICAL MATERIALS**

### **Conditions**

Physical distancing and gathering limits continue to be recommended. The building has been prepared and made safe for additional staff to work. This stage may coincide with *Phase 3* of [Restore Illinois: A Public Health Approach to Safely Reopen Our State](#).

- Physical distancing and gathering limits recommended to 10 or fewer.
- There has been a sustained reduction in new COVID 19 cases within the community for at least 14 days.
- The area healthcare system has the capacity to withstand a moderate outbreak.
- Community members have access to sufficient and efficient testing and public health officials are able to trace COVID 19 contacts.

### **Operational Goals**

Goals for this stage include circulating physical materials (i.e. via delivery, curbside pick-up, lockers, or some other means) with strong limits on staff contact and safety protocols observed. No public access to the building.

### **Library Services Provided**

1. Digital access to materials and Parking Lot Wi-Fi
2. Virtual library services (Phone, email, chat, online programs)
3. Circulation of Held Materials



## Considerations

The availability of safety/protective supplies that coincide with the current health recommendations. That the library has enough staff to operate. Reduced operational hours and work shifts to allow for staff social distancing; as well as shelving and sanitizing of collection and building. Limited staff would be transitioned from remote to onsite work schedules and duties as health guidelines allow. Staff would follow current guidelines for quarantine/sanitization of returned materials. Most staff would continue to work remotely.

## STAGE 3: PUBLIC SERVICES AREAS OPEN / MODIFIED

### Conditions

Physical distancing and gathering limits continue to be recommended and dictate the level of service that can be provided. May coincide with *Phase 4* of [Restore Illinois: A Public Health Approach to Safely Reopen Our State.](#)

- Physical distancing and gathering limits recommended to 50 or fewer.
- There has been a sustained reduction in new COVID 19 cases within the community for 28 days.
- Schools and other large venues are allowed to reopen

### Operational Goals

Goals for this stage include opening the library to the public, with seating and computer layouts modified to comply with social distancing and gathering guidelines. Outreach and in-person Senior and Homebound Services would be evaluated on a case by case basis and may resume when appropriate. Metered access to the building to comply with guidelines.

### Library Services Provided

1. Digital access to materials and Parking Lot Wi-Fi
2. Virtual library services (Phone, email, chat, online programs)
3. Circulation of Held Materials
4. In-person Assistance
5. Access to Computers/Internet
6. Full Collection Browsing

### Considerations

The availability of safety/protective supplies that coincide with the current health recommendations. Additional PPE for staff, and possibly the public, would be necessary. Additional disinfection of shared items (printers, copiers, keyboards, etc.) would be necessary in staff and public areas. Staff would follow current guidelines for quarantine/sanitization of returned materials. Reduced public building hours to allow for shelving, cleaning, and sanitation of collection and building. Service points may be modified to include reduced staffing, signage and/or alternative protocols to encourage appropriate social distancing. Possible self serve check-out only, and special hours for elderly or vulnerable people. Staff would be transitioned from remote to onsite work schedules and duties as health guidelines allow. Staff would be encouraged to work remotely when possible.

## STAGE 4: INTRODUCTION OF SMALL PROGRAMS & ACTIVITIES

### Conditions

Physical distancing and gathering limits continue to be recommended and dictate the level of service that can be provided. May coincide with *Phase 4* of [Restore Illinois: A Public Health Approach to Safely Reopen Our State](#).

- There has been a sustained reduction in new COVID 19 cases within the community for at least 42 days.
- Unrestricted staffing of worksites.

### Operational Goals

Goals for this stage include previous services in addition to reintroduction of toys or hands-on crafts/activities and use of volunteers. Return to normal operating hours. There would be limited onsite programs in this phase, and no meeting room rentals.

### Library Services Provided

1. Digital access to materials and Parking Lot Wi-Fi
2. Virtual library services (Phone, email, chat, online programs)
3. Circulation of Held Materials
4. In-person Assistance
5. Access to Computers/Internet
6. Full Collection Browsing
7. Study Rooms / 1-1s
8. Programs, Meeting Room Use, Outreach: Small

### Considerations

Furniture layouts and service point protocols may be adjusted based on current social distance/gathering guidelines. If materials are being quarantined in the large meeting room, we will not be able to host onsite programs. Additional building sanitation may be necessary. Most staff will be working on site.

## STAGE 5: FULL SERVICE

### Conditions

Physical distancing and gathering limits are no longer recommended. May coincide with *Phase 5 of [Restore Illinois: A Public Health Approach to Safely Reopen Our State](#)* .

- Vaccine, effective and widely available treatment, or the elimination of new cases over a sustained period of time through herd immunity or other factors.

### Operational Goals

Goals for this stage include previous services in addition to reintroduction of large programs and meetings room rentals.

### Library Services Provided

1. Digital access to materials and Parking Lot Wi-Fi
2. Virtual library services (Phone, email, chat, online programs)
3. Circulation of Held Materials
4. In-person Assistance
5. Access to Computers/Internet
6. Full Collection Browsing
7. Study Rooms / 1-1s
8. Programs, Meeting Room Use, Outreach: Small
9. Programs, Meeting Room Use Large

### Considerations

Furniture layouts and service point protocols may be adjusted to normal operational levels. It should no longer be necessary to quarantine materials at this point, the meeting rooms should be available. All staff would be able to work onsite.

*May 11, 2020*