

Library Building Reopening Plan Update (revised)

June 2021

Table of Contents

Overview	Page 1
Metrics	Pages 2
Levels of Service	Pages 2-3
Building Health & Safety Measures	Pages 4-5
Library Personnel	Pages 5-6

Updated in this version:

- statements about building opening changed from future tense
- building capacity removed as part of reopening conditions (Restore Illinois restriction lifted)
- expanded operating hours from original proposal, adding 2 hours to weekdays
- streamlined explanations for Metrics and Level of Service
- updated face covering requirements for fully vaccinated staff (CDC recommendation)

OVERVIEW

The library reopened the main building for in-person browsing on June 14, 2021. The construction project is complete, and access to the COVID vaccine is widely available; however, there is still uncertainty about the recent emerging variants.

The library's plan remains the same: a phased approach based on guidelines from the Illinois Department of Public Health (IDPH) and the Center for Disease Control (CDC). It incorporates appropriate health and safety measures and draws on staff input to help ensure a smooth transition to full service.

It is important to note that the intent of this plan is to provide guidance on when the library may reintroduce and/or rescind different library services based on current conditions, and that those conditions are changing rapidly. The Management Team continually evaluates area COVID statistics, changes in guidance from the CDC, and other relevant new information as it becomes available. Since the initial plan was developed and shared with the staff and Board in April, the number of COVID cases and the amount of COVID community transmission has dramatically decreased. The State of Illinois moved to "Phase 5 - Illinois Restored," on June 11, 2021, eliminating capacity limits and many other restrictions.

Considerations:

1. Illinois Department of Health (IDPH) and Center of Disease Control (CDC) guidelines
2. Lifting of (or reinstatement of) statewide/regional restrictions
3. Applicable COVID19 metrics in Lake County and how they are trending
4. The percentage of fully vaccinated individuals in Lake County.

METRICS

There has been very little guidance from public health officials on how public libraries may safely operate during the pandemic. Since March 2020, our library has based its operating decisions using a combination of state and federal guidelines recommended for schools, museums, and retail establishments. To guide our decisions at this time, we are using the [CDC's Guidelines for Schools](#), combined with the [CDC Forecasting Tool](#).

The CDC defines service levels for schools using Community Transmission as a proxy for risk:

	High	Substantial	Moderate	Low
Incidence rate (new cases per 100,000)	≥ 100 total over 7 days ($>14/\text{day}$)	50-99 (≥ 7 and $\leq 14/\text{day}$)	10-49 (<7 cases/day)	0-9 ($<1.5/\text{day}$)
Positivity (% positive diagnostic test results over 7 days)	$\geq 10.0\%$	8.0%-9.9%	5.0%-7.9%	$<5.0\%$

When the two measures map to different levels, the higher level prevails. The library will be using the levels of Community Transmission to determine the level of services we will be able to safely provide to our community.

LEVELS OF SERVICE

We have structured our service stages to align with CDC's COVID Community Transmission levels of High, Substantial, Moderate or Low. Variables such as how the numbers are predicted to trend in the CDC Forecasting Tool, the percentage of staff/community vaccinated, or other factors may influence how services are reintroduced and/or rescinded. There may be a lag in when we transition to a new stage of service as we adjust library operations.

Because we want to provide staff and the public time to acclimate to the reopening of the building, when we opened on June 14th, we introduced all “Stage 2” services with the addition of some seating. Our plan is to move fully to “Stage 3” by July 5, 2021. Going forward, to provide some level of stability, changes in library services will be made as warranted in two week increments. A weekly status forecast is emailed to all staff every Friday to provide notice of upcoming changes in library service.

Stages of Library Services

Community Transmission	High	Substantial	Moderate	Low
Library Services	Stage 1: Contactless Circulation of Materials	Stage 2: Public Areas Open (Modified)	Stage 3: Small Programs & Activities	Stage 4: Full Service Operations
Online Resources	Full Access	Full Access	Full Access	Full Access
Reference & Readers Advisory	Remote	Remote	Hybrid	Hybrid
Public Programs	Online only	Online or outdoor	Online, outdoor or small indoor	Full access
Drive-Up Service	Full Access	Full Access	Full Access	Full Access
Internet Access	Drive-up Wi-Fi	Drive-up Wi-Fi & In Building	Drive-up Wi-Fi & In Building	Drive-up Wi-Fi & In Building
Copiers / Faxing	Not Available	Full Access	Full Access	Full Access
In Person Browsing	Not Available	Reduced capacity	Full Access	Full Access
Computer Access	Not Available	Reduced capacity	Reduced capacity	Full Access
Study Rooms	Not Available	Not Available	Reduced capacity	Full Access
Quiet Reading Room	Not Available	Not Available	Reduced capacity	Full Access
Public Seating	Not Available	Not Available	Reduced capacity	Full Access
Voter Registration, Notary Services	Not Available	Not Available	Reduced capacity	Full Access
Vending	Not Available	Not Available	Not Available	Full Access

BUILDING HEALTH & SAFETY MEASURES (Stage 2+ - Summer 2021)

The management team has discussed at length how to safely reopen the building to the public. We have visited other libraries that are opened, and have talked with library directors, managers, and staff to learn best practices. We have attended seminars led by experts in their fields, and we have read numerous articles about COVID-19. This is a summary of what we plan to offer at our library when we reopen on June 14, 2021.

Restrictions and Requirements

- Building capacity
 - We originally planned for 50% capacity. Per CDC & OSHA guidelines, fully vaccinated individuals do not count toward those capacity limits. As of today, 54% of Illinois residents aged 18+ are fully vaccinated. Therefore, we feel comfortable offering full capacity.
 - As of Friday, June 11, the state of Illinois no longer requires a building capacity limit.
 - Area libraries that are open report very low usage.
- Short visits recommended
 - Signage recommends keeping visits to under an hour
 - Patrons are discouraged from lingering: There is no soft seating, no toys/manipulatives/games, and no indoor programming available
- Face covering required in all public areas of the library
 - We are not verifying the vaccination status of the public.
 - Children under 12 are not eligible to be vaccinated.
 - All, including children and immunocompromised adults, are welcome here.

Hours

- We are now offering more service hours than ever. The building, drive-up window and virtual services are available:
 - 9-9 Monday–Thursday
 - 9-5 Friday–Saturday
 - 10-5 Sunday

Modified Services

- No cash payments accepted
- Computer use with time limits
- Fax, scan, and copy services available

- Limited library services - no notary services, test proctoring, etc.

Physical Environment Modifications

- Plexiglass barriers at public service desks and in workrooms where staff may be in close proximity to one another
- Signs and floor markings to encourage physical distancing
- Most tables and chairs removed from the public service areas to discourage lingering
- Public computers are spread farther apart for social distancing and plexiglass barriers used
- Children's manipulatives (e.g., toys, puzzles, games, iPads) are temporarily removed
- Vending area is closed
- Meeting rooms, Quiet Reading Room, study rooms, media lab are closed to the public, tentatively plan to reopen on July 5, 2021.
- A large tent is being installed for outdoor programs over the summer

Cleaning / Sanitizing Protocols

- UV light installed in the main building's HVAC system. Additional air purifiers are in place in the Annex where needed.
- Additional midday cleaning/sanitizing of public surfaces.
- Cleaning supplies and/or disinfectant wipes are readily available for the public and staff
 - Public access to supplies so that they may sanitize the public computer workstation they intend to use.
 - Staff are given supplies to clean their own workspace, whether that is their own desk or shared area such as a public service desk.
 - Hand sanitizing stations are positioned throughout the building.
 - Shared supplies are UV sanitized

Enforcement of Library Policies & Safety Measures

- Proactive messaging about services, safety, and behavior expectations
 - Clear signage near the entrance of the library
- Greeter at main entrance to monitor face covering compliance
- Masks are available to individuals who forget theirs
- Additional training on enforcement procedures and de-escalation for Library Leads
- Installation of "panic buttons" at public service desks to summon department heads and/or the police
- Department Head on the library campus when the library is open to the public during an initial period after reopening.

LIBRARY PERSONNEL (Summer 2021)

Most staff will be working the majority, if not all, of their hours in the building this summer. Depending on the needs of the library, some staff may continue to work some hours remotely. The health and safety of our employees have been, and continue to be, a priority throughout the pandemic. Staff who are not fully vaccinated should continue to practice social distancing while at the library.

Staff Working Conditions

- Library operations meet or exceed all of the safety guidelines set forth by the CDC and IDPH.
- All staff are required to complete a Health Screening before reporting to work in the building.
- Fully vaccinated staff who have shown proof of vaccination may opt to not wear a mask in staff only areas. To date, 86% of staff have verified their vaccination status with HR and qualify to remove their mask in staff areas, yet many employees continue using a mask.
- All staff are required to wear masks when working with the public.
- The library provides PPE for staff as needed, including masks, gloves, hand sanitizer, and cleaning supplies.
- Protective barriers have been installed at all public service desks and in staff work areas as needed.
- UV light installed in the main building's HVAC system. Additional air purifiers are in place in the Annex where needed.
- Changed HVAC to increase outdoor air intake and changed to MERV 13 filters.
- In addition to the Staff Room, the Large Meeting Room in the Main Library, the Program Room in the Annex, and outdoor picnic tables are open to staff to use for meal breaks to ensure social distancing.