

# Florida Public Library

## Reopening Plan

### June 1, 2020

#### **BACKGROUND**

The COVID-19 pandemic of 2020 resulted in the Florida Public Library closing all on-site operations on Monday, March 16, 2020. With the exception of essential work, all staff members have been working remotely and all public service has been presented online.

Based on information from Governor Andrew M. Cuomo, the Mid-Hudson Valley Region began reopening phases on May 26, 2020. It is the expectation that Stage One of this plan will begin on or about June 8, 2020, barring unforeseen directives from state or local officials.

#### **PURPOSE**

FPL is eager to begin restoring in-person service to the community. We will manage our reopening in a manner that protects the health and safety of our employees, patrons, and the general public. This document outlines the steps FPL will take to reopen our facilities and services safely.

#### **I. GENERAL GUIDANCE**

1. The health and safety of our employees is our #1 concern. Each of the stages in this plan should be undertaken with extreme attention to proper hand hygiene, implementation of social distancing protocols and the wearing of face masks or face shields, until further notice is received by state or local officials.
2. The Reopening FPL Plan will take effect when the State of New York begins Phase 2 in the Mid-Hudson Region. (NYS Phase 2 = Reopening FPL Stage 1)
3. Each Stage within the Reopening FPL Plan adds services; this means no services should be dropped as we transition to the next stage. If all goes well, some stages may be consolidated or blended with other stages.
4. If reported COVID-19 cases in the community increase, we may be required to reverse direction and move backwards through the stages.
5. This plan is subject to change based on new information from federal, state or local officials, or as required by library administration to maintain services to protect the safety of library workers and the public.

#### **II. GENERAL HEALTH STRATEGIES**

1. All library staff must answer a health screening questionnaire at the beginning of each work day, as required by New York State. See form in Appendix B.
2. All library staff must wash their hands frequently for 20 seconds with soap, or use hand sanitizer that contains minimum 60% alcohol when handwashing is not feasible.
3. All library staff must wear a mask if a distance of 6 feet cannot be maintained between yourself and others.
4. FPL will provide Personal Protective Equipment such as masks, plastic face shields, protective gloves and disposable aprons for those who wish to utilize them.
5. All library staff must frequently disinfect their work surfaces and common-use tools and wash or sanitize their hands before and after desk shifts.
6. At the end of each desk shift, staff members should wipe down hard surfaces.
7. All library staff must stay home if they are sick or return home if they become ill at work.
8. Internal doors should be propped open when patrons are not in the building to reduce hand contact.
9. Returned devices will be wiped down upon return.
10. FPL will provide a contactless thermometer that can be used by staff members.

**SOURCE:**

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

<https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/CurbsideIn-StorePickupRetailShortGuidelines.pdf>

**III. FACILITIES GUIDELINES**

1. Areas unoccupied for 7 or more days need only routine cleaning.
2. Maintain existing cleaning practices for outdoor areas.
3. Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.
4. It is not necessary to clean ventilation systems, other than routine maintenance, as part of reducing risk of coronaviruses.
5. Consider the feasibility of installing physical barriers such as plexiglass sneeze guards at public service desks.
6. Prioritize disinfecting frequently touched surfaces such as tables, doorknobs, light switches, countertops, handles, desks, telephones, keyboards, toilets, faucets and sinks, touch screens, alarm keypad.
7. Disinfection using EPA-approved disinfectants against COVID-19 can also help reduce the risk. Frequent disinfection of surfaces and objects touched by multiple people is important.
8. When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together--this can cause fumes that may be very dangerous to breathe in. Keep all disinfectants out of the reach of children.
9. Carpeted floors can be disinfected with an EPA-registered household disinfectant, allowed to dry and vacuumed.
10. Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product.

**SOURCE:**

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

[https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf)

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

<https://www.osha.gov/Publications/OSHA3990.pdf>

**IV. STAGE 1: PREPARATION (limited staff, no public)**

1. **Hours:** Monday-Saturday, 10 a.m.-5 p.m.
2. **Staffing:** 50% of staff members work regular shifts. In-house tasks for all employees at this stage will be limited to rearranging spaces, circulation work, processing new materials, program planning and sanitizing surfaces. Continue remote work tasks when not on site.
3. Confirm that HVAC systems are clean and functioning safely.
4. Check building infrastructure in general: electrical, plumbing, etc.
5. Verify that technology is working correctly; perform all updates.
6. Distribute personal protective equipment (PPE) to staff.
7. Library staff will be trained on the proper use of (PPE) via Niche Academy tutorials.
8. Develop social-distancing practices for staff and library users.
9. Prepare signage and social media messaging informing patrons that new returns will be put in quarantine for 7 days before checked in.
10. Design traffic flow for public access to building.
11. Position hand sanitizer in all office and public areas as needed, especially near exits and restrooms.
12. No holds or check outs to the public permitted during this stage.
13. Library materials currently held in the library must be returned to the owning library.
14. Staff will continue to stock the Little Free Library at Roe Brothers, Inc.
15. Discharge all items on hand including those in existing delivery bins, Hold Shelf items and items returned via book drop 7 days in advance of opening day. The Available Holds for these patrons have been canceled, but new holds for them have been placed and suspended.

16. Items returned via book drop more recently than 7 days in advance of opening day need to be quarantined for a total of 7 days before handling. Date each day's items and set aside so they can be easily retrieved when quarantine period is over.
17. Sort library materials in the RCLS delivery bins based on RCLS Delivery Run.
18. Move delivery bins close to the side door for convenience of RCLS drivers and to reduce contact.
19. Items we receive via RCLS deliveries during this stage can be discharged and reshelved. They have only been handled since March by RCLS drivers and other library staff wearing masks and gloves.
20. Social distancing protocols will be in effect for staff breaks. The Staff Room or Deck may be used for this purpose.
21. Design a Curbside Delivery program. Consider including DIY crafting projects for families with children.
22. Continue Virtual Programing and services.
23. Process new library materials as per existing library procedures.
24. Amend Patron Code of Conduct Policy and Personnel Policy to reflect temporary safety practices.
25. Symphony Hold Map will be changed to allow placement of new local-only holds. Enterprise catalog will be modified to only show local items.

**SOURCE:**

[https://guides.rcls.org/ld.php?content\\_id=54769085](https://guides.rcls.org/ld.php?content_id=54769085)

**V. STAGE 2: CURBSIDE SERVICES (limited staff, limited public in building by appointment only, curbside service outside the building)**

1. **Hours:** Monday-Thursday, 10 a.m.- 8 p.m.: Friday and Saturday 10 a.m.-5 p.m.
2. **Staffing:** 75% of staff members for a regular shift in each department.
3. Curbside Delivery begins. See separate procedures in the FPL Curbside Delivery Plan, Appendix C.
4. Board games, card games and literacy kits will not be available for loan.
5. Local-only holds can be placed and filled with discharged items, once RCLS has returned all items to home libraries.
6. Patron requests will be received and filled as soon as possible based on staff work schedules and availability of items.
7. Offer Essential Services by appointment, such as Notary Public, Fax, Photocopying.
8. Consider a special schedule to serve vulnerable patrons.
9. Closed Stack system: staff members will page requested materials to limit the number of people handling them.
10. Checkout newly-returned items to FPLQUARANTINE user record and place in quarantine. Override any hold messages that may appear during these checkouts. Do NOT Discharge them. That will trigger holds that can't be given to patrons because of the quarantine period. Checking these items out to FPLQUARANTINE will remove the item from the patron's record.
11. Discharge only library materials that have been in Quarantine for seven days to fill holds or reshelve.
12. Prepare space to allow patrons access to the building for Stage 3.

**VI. STAGE 3: SERVICES & LIMITED PUBLIC (full staff, limited public in the building)**

1. **Hours:** Monday-Thursday, 10 a.m. -8 p.m. and Friday and Saturday 10 a.m.-5 p.m.
2. **Staffing:** 100% for regular shifts.
3. Buildings open to the public with hours to be determined.
4. Buildings open to a limited number of people at a time, based on FEMA requirement of 113 square feet per person to maintain proper 6-foot social distancing.
5. Post signage requiring that all people must wear a face mask when in the building.
6. Post signage reminding all patrons to wash or sanitize their hands before and after using library equipment.
7. Post signage about social distancing protocols. Reduce the amount of seating in all public areas.
8. Scan library cards in the patrons' hands.
9. Use of library telephones will not be permitted by the public.

10. Keep toys, puzzles, board and card games, literacy kits and crafts stored until Stage 5.
11. Closed stacks are still in place.
12. Public computers may be used for a single session of 30 minutes. Social distancing protocols will be in place, reducing the number of available workstations. Staff members will sanitize workstations between patrons.
13. Regional (Delivery Route) ILL opens; system-wide ILL not available. Library users will be able to borrow library materials from other libraries within the RCLS delivery route for FPL.
14. Items handled by patrons but not checked out, should be checked out to FPLQUARANTINE for 7 days prior to reshelving them.
15. Checkout newly-returned items to FPLQUARANTINE user record and place in quarantine. Override any hold messages that may appear during these checkouts. Do NOT Discharge them. That will trigger holds than can't be given to patrons because of the quarantine period. Checking these items out to FPLQUARANTINE will remove the item from the patron's record. Staff should separate these quarantined items by return date.
16. Discharge only library materials that have been in quarantine for seven days to fill holds, reshelve, or go in Transit to their home libraries.
17. Staff will wipe down all hard surfaces on a regular basis, including surfaces in Staff and Children's Rooms.
18. RCLS will place a message on library catalog and RCLS Gateway to inform community members that they can place holds with limited access. Symphony Hold Rules will be changed to allow Regional Only holds to be filled, and new Regional Only holds to be placed, based on Delivery Route.

**SOURCE:**

[https://www.usfa.fema.gov/coronavirus/planning\\_response/occupancy\\_social\\_distancing.html](https://www.usfa.fema.gov/coronavirus/planning_response/occupancy_social_distancing.html)

**VII. STAGE 4: SERVICES & LIMITED PUBLIC (full staff, limited public in the building)**

1. **Hours:** Continue regular hours; return to regular staff schedules.
2. **Staffing:** 100% for regular shifts.
3. Increase the number of patrons allowed in the building at one time based on new CDC/NYS guidelines.
4. Permit patron access to stacks.
5. Computers continue to be available to library with proper social distancing.
6. Services provided in Stages 2 and 3 continue.
7. RCLS ILL system will open system-wide depending on changes in CDC/NYS guidelines. If no new instructions are provided, the RCLS Regional ILL system will continue.
8. Quarantine Period will cease when new guidelines are available.

**VIII. STAGE 5: ADAPTED SERVICES ("New Normal")**

1. RCLS ILL System opens system-wide.
2. In-person library programs resume, possibly with restrictions on the number of people permitted in the room.
3. Services and practices offered during Stages 2, 3, and 4 must be reviewed based on CDC guidelines and New York State recommendations.

## Appendix A. SUMMARY OF REOPENING FPL STAGES

<b><u>Stage One</u></b> <b>PREPARATION</b>	<b><u>Stage Two</u></b> <b>CURBSIDE SERVICES</b>	<b><u>Stage Three</u></b> <b>SERVICES &amp; LIMITED PUBLIC</b>	<b><u>Stage Four</u></b> <b>SERVICES &amp; LIMITED PUBLIC</b>	<b><u>Stage Five</u></b> <b>ADAPTED SERVICES</b>
Limited staff No patrons	Limited staff Patrons by appt.	Full staff Limited public in the building	Full staff Limited public in the building	“New Normal”
No loans/No holds	Local holds only	Holds allowed via RCLS Regional Delivery Route	RCLS ILL resumes system-wide	In-house programs resume
Check building Update computers Order PPE	Curbside pickup & appt. services only Fax, notary, photocopies	Open to public for hours TBD	Review of quarantine period	
Clean & sanitize building	Count patrons utilizing curbside service	Count patrons at door	Open stacks	
Discharge all items in bins, on Hold Shelf and existing book drop returns;	Checkout newly- returned items to FPLQUARANTINE user & quarantine for 7 days before RCLS pickup	Checkout newly- returned items to FPLQUARANTINE user & quarantine for 7 days before RCLS pickup	Time limits continue for computers & tables	
Return all items to home library; Sort materials by Delivery Run		Vulnerable Patrons hour TBD		
Checkout newly-returned items to FPL- QUARANTINE user & quarantine for 7 days before RCLS pickup		30 minute limit on computers & table/chairs		
Prepare signage/ marketing		Stacks closed to patrons		

## Appendix B. STAFF DAILY HEALTH QUESTIONNAIRE

### FPL STAFF DAILY HEALTH QUESTIONNAIRE

Name \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

1. Do you currently have a fever or symptoms of a respiratory illness such as coughing, sore throat, or shortness of breath?

(Circle one)      **YES**                      **NO**

2. Have you tested positive for COVID-19 in the past 14 days?

(Circle one)      **YES**                      **NO**

3. Have you or a member of your household had close contact with a person known to have or suspected to have COVID-19 within the past 14 days?

(Circle one)      **YES**                      **NO**

Signature \_\_\_\_\_

Submit this form to the Person in Charge or your supervisor. All information will be kept confidential.

Employees who present with COVID-19 symptoms and/or a body temperature at or above 100.4 degrees Fahrenheit during a daily screening will be sent home to contact their health care provider for medical assessment and COVID-19 testing. If tested positive, employee may only return after completing a 14-day quarantine.

Date employee was sent home: \_\_\_\_\_ Recorded Temperature \_\_\_\_\_

Are signs of respiratory illness present? (Circle one)      **YES**                      **NO**

Screened by \_\_\_\_\_

Employees who present no symptoms but have tested positive in the past 14 days may only return to work after completing a 14-day quarantine.

Employees may return to work earlier if a doctor confirms the cause of the employee's fever or other symptoms is not COVID-19 and provides a written release for the employee to return to work.

Date employee returned to work \_\_\_\_\_

## **Appendix C. FPL CURBSIDE DELIVERY PLAN**

- 1 Library materials will be checked out only to patrons with valid library cards from RCLS member libraries.
- 2 FPL will provide paper bags to contain items checked out to patrons.
- 3 All patron holds will be “Local Only” until determined otherwise by the Director.
- 4 Patrons will place holds through the RCLS online catalog, the RCLS Gateway Phone App, email or by a phone call to the library. Patrons will be informed that holds may require up to 48 hours to be processed.
- 5 Patron holds will be handled according to the usual RCLS procedures.
- 6 Staff will notify the patron by phone call when the hold is available for pick-up and inform patron of curbside pick-up instructions e.g. call the library upon arrival in the parking lot.
- 7 Staff will carry paper bag with checked out items to designated curbside area, verify patron’s I.D. without touching it and place bag in the trunk of the vehicle.

**Adopted by the Board of Trustees  
June 1, 2020**