

Manistee County Library

Re-opening and Coronavirus Preparedness and Response Plan

The COVID 19 virus has had an unprecedented impact on libraries and the communities they serve. This plan seeks to set guidelines dependent on recommendations from local and national health agencies including the CDC, State of Michigan directives, OSHA, social distancing protocols, and critical community needs. The primary consideration in this plan is maintaining the safety of library patrons and staff while finding ways to provide necessary services that the library is uniquely positioned to perform. This plan includes a phased in reopening with an incremental easing of physical distancing measures. This plan is an addendum to the Manistee County COVID-19 Preparedness and Response Plan which is consistent with the guidance from U.S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance on Preparing Workplaces for COVID 19. http://www.manisteecountymi.gov/index.php?option=com_docman&task=doc_download&gid=4433&Itemid=186

Phase One: Curbside Service

- After the libraries have properly prepared for Curbside Service, we will begin taking requests for library materials via Atrium catalog, email, or phone.
 - Library staff will receive the requests, gather materials and check-out materials and bag them. Staff will call patron and set up a pick-up time.
 - If patrons request materials from another branch, patron is to be informed that this will take a little longer as material will remain in quarantine for 96 hours. Delivery will be done once a week between branches.
 - The libraries will remain closed to the public at this time. Service will only be outdoors. Restrooms will also remain closed to the public.
 - Curbside Service will be available limited hours at this time.
 - Staff will wear masks and gloves.
 - Library is cleaned on a regular basis with extra attention to door knobs and handles, light switches, and surfaces being used such as circulation desks and staff desks.
 - Staff will be able to accomplish normal library tasks at this time, including cataloging, shelf reading, inventory, virtual programs, projects and administration.
 - Summer Reading Program 2020 will be done virtually and through take home packets.
 - Staff should not come to work if they are feeling sick. If staff are unable to answer no to all the questions on the COVID-19 Screening Form they are to stay home and contact the Executive Director or Assistant Director. Upon entry to the library, staff will fill out Covid 19 Screening form and put in Executive Director's mail slot at the end of the week.
 - Phase Two may last for an unknown period of time. Decision to open the doors to the public will be dependent on guidance from the Michigan Library Association and Library of Michigan, and the State of Michigan.

Phase Two: Limited Indoor Service

- The libraries will open at limited capacity to the public maintain social distancing and health/safety precautions including wearing facemasks and using hand sanitizer. Hand sanitizer and masks are available to the public.
 - This phase may begin with computer, fax/copy service by appointment only.
 - Limit contact by restricting activities such as lounging, computer usage, programming, and use of reading room and meeting room.
 - At this time newspapers and magazines will be removed.
 - Library hours may be limited. Branches won't have summer hours this year.
 - Computer usage will be limited to maintain the 6 foot safe distance.
 - Staff will use disinfectant spray to clean protective plastic sleeves and on keyboards, mice, and monitors when patrons have ended their computer usages
 - Toys will be unavailable in the Children's Room.
 - No in-person programming or meeting room usage by the public until further guidance.
 - Six foot distant markers will be on floors and walls to indicate spacing for social distancing.
 - All material returns must go in the outdoor dropbox. Incoming items will be put in a quarantine space for 96 hours and wiped down with sanitizer before checking in.
 - Staff space has set up with cubicles to create a safe work environment.
 - Continued PPE usage by staff.
 - Protective shields will be placed at all circulation areas to provide a barrier between the staff and patrons.
 - Face Masks are required under MDHHS Emergency Order (October 5, 2020), when in any enclosed public space, unless the individual is unable medically to tolerate a face covering. Accommodations will be made for those medically unable to wear a mask: a free face shield will be offered in place of a mask or curbside service is available.
 - Restrooms will be open with cleaning and disinfecting regularly.
 - MelCat service to be determined by guidance from Library of Michigan.
 - In person programs will be rescheduled or cancelled.

Phase Three: Our New Normal

- The library is open to the public following social distancing guidelines and safety measures from Phase Two.
 - With guidance from the MDHHS, Michigan Library Association, Library of Michigan and the State of Michigan we will return to our new normal.
 - Limited room usage and library programs will resume following social distancing and limited capacity.

June 12, 2020 with revisions made on October 13, 2020 and March 18, 2021