

## Reopening Plan

The following is the reopening plan approved by the library board (“Reopening Plan”). If an executive order is in effect, all elements of the executive order will be followed and the executive order will control if there is a conflict. The Reopening Plan only applies if permitted by law or executive order. This Reopening Plan is not intended to supersede or change any library employment policies.

1. Requirements during all levels of operation:
  - a. Per the Centers for Disease Control and Prevention guidelines, customers with an infectious illness such as the flu must not enter the library until at least twenty-four (24) hours after they are free of fever (100° F or 37.8° C) or signs of a fever without the use of fever-reducing medications.
  - b. Customers should not enter the library with symptoms of an infectious disease.
  - c. The library shall provide notice on the library doors of the customer responsibility requirements currently in effect. The library director has authority to approve the requirements and notices.
  - d. Any requirements for staff safety precautions will be adopted separately and the staff will be informed.
  - e. The library director shall determine the cleaning protocols for all stages.

2. Level 5 – Virtual CMPL

During this stage, the library will be closed to the public either by executive order, by motion of the library board, or by the library director pursuant to GOV-6 Reopening Policy.

Employees

Essential staff only may return to the library. The library director will determine who may return and according to the schedule adopted by the library director.

Activities Permitted

- The library board will address any policy or temporary measures involving fee forgiveness or suspension.
- Landscaping and other outside maintenance activities may resume if permitted by executive order.
- Inside maintenance activities may also resume if permitted by executive order.
- The library can continue providing WiFi in the parking lot areas.
- Continuing essential functions.

Reopening Plan

Social Distancing and Safety Protocols

- The library director will take steps to implement social distancing protocols.
- The staff workspaces shall be configured to maintain social distancing requirements of six (6) feet if possible.
- The library will begin to implement social distancing protocols in the library in anticipation of customers returning which may include:
  - Removing or rearranging furniture.
  - Assessing what computer stations may be used.
  - Blocking off areas/furniture.
  - Adding plastic screens.
  - Marking waiting areas to show the six (6) foot spacing.
  - Providing “traffic control” designations, such as arrows showing one way travel in certain areas of the library in order to maintain social distancing.

Hours of Operation

The library will not have any public hours of operation.

3. Level 4 – Curbside CMPL

Employees

All staff are permitted to return to work according to the schedule adopted by the library director.

Activities Permitted

In addition to Level 5 authorized activities, the library may include the following activities:

- Updating collections.
- Updating customer databases.
- Shelving books.
- Transferring materials to library databases to the extent they were stored separately while at home.
- Answer phones and respond to customers’ reference questions.
- Review upcoming programs that may need to be cancelled or modified and review any contracts related to such programs.

## Reopening Plan

- Resume the interlibrary loan process (if practical or possible).
- Assess whether the library has adequate masks, gloves, and hand sanitizer to serve the public and staff.
- Curbside delivery and drive-up window service is permitted.
- Customers are permitted to return library materials. The library director will establish the protocols for returned materials.

### Social Distancing and Safety Protocols

The protocols for Level 5 remain in place. In addition:

- Customers and staff must remain six (6) feet apart, and the library must design activities for curbside delivery and drive-up window service to maintain this distance.
- Staff are required to wear a mask when engaging in curbside pick-up and drive-up window service if the window is opened.
- The library will provide signage as needed to ensure the safe delivery of materials whether curbside or drive-up window.
- The library will create a sign or pamphlet to inform customers of the library's practices during a particular level and the precautions the library is taking to prevent infection.
- The library director will establish cleaning and sanitizing protocols for "high touch" areas or surfaces.
- The library will train employees on appropriate cleaning procedures, including training for staff on cleaning between customers.
- If required by executive order, the library will notify employees if it learns that an individual (including a customer or vendor) with a confirmed case of COVID-19 has visited the library.
- The library will limit staffing to the minimum number necessary to operate.

### Hours of Operation

The library will offer curbside delivery and drive-up window service during regular business hours but this may be modified by the library director.

#### 4. Level 3 – Grab & Go CMPL

##### Employees

All staff are permitted to return to work according to the schedule adopted by the library director.

## Reopening Plan

### Activities Permitted

In addition to Level 4 and 5 authorized activities, the library may include the following activities:

- Customers may enter the library but will be limited to a specific area in the library.
- Customers may have in-person conversations with library staff, provided that social distancing and safety protocols are followed.
- The library will provide limited access to computers for research or to look up and request library material.

### Social Distancing and Safety Protocols

The protocols for Levels 4 and 5 remain in place. In addition:

- Customers will be required to wear face coverings in the library if required by executive order unless a customer cannot wear one due to a medical condition. The library will provide face coverings if supplies are available.
- Customers must stay six (6) feet away from all staff and other customers. Social distancing rules apply. The library will provide a physical barrier for checkouts, service points, and in-person discussions, which may include barriers, tape markers, or tables, as appropriate. The library will establish lines to regulate entry in accordance with occupancy limits (below), with markings for customers to enable them to stand at least six (6) feet apart from one another while waiting. The library director should also explore alternatives to lines, including by allowing customers to wait in their cars for a text message or phone call, to enable social distancing and to accommodate seniors and those with disabilities.
- The library will mark places where people are likely to gather in line to identify the proper social distancing. This includes “traffic.” The library will design the spaces and markings to encourage people in the library to maintain six (6) feet distance.
- If occupancy limits are in place, only the number of people (including employees) allowed will be permitted in the library at a time, and all others must wait outside the library. For the Main Library 4 people per 1,000 square feet of customer floor space are permitted.

At the North Branch and South Branch the number of people (including employees) equal to 25 % of the total occupancy limits established by the State Fire Marshall or local fire Marshall will be permitted at a time, and all others must wait outside the library.

Reopening Plan

- Customers will use their best efforts to come to the library with the least number of people in a group.
- Computer stations being offered to the public will be located six (6) feet from any other computer or work station. The library will provide keyboard and mouse covers.
- Food and beverage is not permitted unless necessary for medical reasons.
- The library shall create a sign or pamphlet to inform customers of the following:
  - The library’s practices during a particular stage and the precautions the library is taking to prevent infection.
  - Instructing the customers of their legal obligation to wear a face covering when inside the library as long as a mask is required by an executive order.
  - Informing customers not to enter if they are or have recently been sick.
- In addition to training required by previous levels, the library shall train employees regarding how to manage symptomatic customers upon entry or in the library.

Hours of Operation

The library will offer service during regular business hours but this may be modified by the library director.

If required under executive order the Main Library will offer a minimum of two hours a week of dedicated access for vulnerable populations, which for purposes of this plan are people over 60, pregnant women, and those with chronic conditions like heart disease, diabetes, and lung disease. These hours of service will be determined by the library director.

5. Level 2 – Six-Foot CMPL

Employees

All staff are permitted to return to work according to the schedule adopted by the library director.

Activities Permitted

In addition to Levels 3, 4 and 5 authorized activities, the library may include the following activities:

- Customers may have access to additional areas of the library.

## Reopening Plan

### Social Distancing and Safety Protocols

The protocols for Levels 3, 4 and 5 remain in place.

### Hours of Operation

The library will offer service during regular business hours but this may be modified by the library director.

If required under executive order the Main Library will offer a minimum of two hours a week of dedicated access for vulnerable populations, which for purposes of this plan are people over 60, pregnant women, and those with chronic conditions like heart disease, diabetes, and lung disease.

#### 6. Level 1 – An Even Better CMPL

At this level, all library services resume without restrictions.

---

Approved: June 17, 2020  
Clinton-Macomb Public library board of Trustees