

## Reopening Policy

### Policy Statement

Michigan public libraries have been closed to the public pursuant to a series of executive orders. The Clinton-Macomb Public Library anticipates that those restrictions will be lifted and the library may once again resume public library service. This policy establishes the steps the library may take and the protocols the library may put in place to protect the library, staff, volunteers and customers when the library reopens.

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### Regulations

1. The library director will establish reasonable cleaning protocols, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, public computers, breakroom, conference rooms, door handles, and railings. This may include removing objects and material from public areas and wiping down surfaces. The cleaning protocols may change as the health and safety issues evolve or as the library moves through the levels of reopening.
2. The library director will also develop a protocol for addressing returned material. This may include quarantining returned materials for specific periods of time.
3. The library director and his/her designee(s) will assess the condition of the library and the tasks that need to occur prior to opening the library to the public. This includes making sure the library has the proper protection equipment such as hand sanitizer, gloves, masks or other similar equipment.
4. The library director will implement social distancing protocols if required by law or the Reopening Plan. This may include removing or rearranging furniture and computer stations, blocking areas/furniture, installing plastic screens, marking waiting areas to show the six (6) foot spacing, or providing “traffic control” designations, such as arrows showing one way travel in certain areas of the library in order to maintain social distancing. The social distancing protocols will be established in the Reopening Plan for each level.
5. The library director or his/her designee shall post notices at the entrances of the library and on the website to inform customers of the particular regulations of customer conduct for the current level of the Reopening Plan.
6. The library board adopts the GOV-6 Reopening Plan as the basic structure for the reopening levels for public library service. The library director has authority to modify the Reopening Plan. The Reopening Plan, including any modification by the library director, shall govern the use of the library. Violations of the Reopening Plan may result in suspension of library privileges.

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7. The library director or his/her designee will monitor and coordinate events surrounding the reopening. The library director has the authority over the following:
  - a. The library director may modify in writing any services, safety protocols or other part of the Reopening Plan. The library director also may determine when it is an appropriate time to change levels either in whole or in part.
  - b. The library director has the authority to address and determine appropriate staffing for each level and whether staff can work from home or must work in-person.
  - c. Even after the library reopens and the library board approves a Reopening Plan, the library director or his/her designee(s) may cancel or limit programs or services to ensure the safety and security of staff and customers. This includes cancelling scheduled meetings held in any library meeting rooms. The library director will use reasonable efforts to post notices of the program changes and cancellations, including posting notices at the library and on the library's website.
  - d. The library director has the authority to close the library temporarily for a maximum of thirty-one (31) days without prior library board approval. The library director will inform the library board president of the determination to close and the proposed duration of the closure. If the library has not been reopened, the library board may meet to determine whether the library director's decision to close will be extended or whether the library will be reopened before the time set forth in the library director's determination. This closure may be due to a specific incident or reoccurrence of an infectious disease in the library's service area. The library director will use reasonable efforts to post notices of the closure, including posting notices at the library and on the library's website.
  - e. The decision to cancel or limit services, move through the levels of the Reopening Plan, close the library, or adopt additional protocols may be based on recommendations made regarding the outbreak by the Centers for Disease Control ("CDC"), local health officials, the library board, Michigan library Association, American library Association, or other reputable sources.
8. Customers may not enter the library or may be required to leave if they are not in compliance with any safety protocols or requirements in the policy, Reopening Plan, or any condition or modification established in writing by the library director pursuant to this policy. Only the library director or his/her designee has the authority to suspend or limit privileges pursuant to this policy. If any customer receives a warning or has privileges suspended or limited, the library shall fill out an incident report and shall provide written notice of the violation when possible. If the library does not have the ability to

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provide written notice, the incident report shall identify when verbal notice was provided. The library may provide additional suspension periods for subsequent violations of the same rule or requirement.

9. Customers may appeal a decision to remove a customer or deny entry to the library by sending a written appeal to the library board within ten (10) business days after the date the privileges were revoked, denied or limited. The appeal must be sent to the president of the library board. The decision of the library board is final.
10. Unless specifically addressed, this policy is not intended to govern or regulate specific employment issues or policies involved with staff returning to work. All existing library policies remain in effect unless in conflict with this policy. In case of a conflict, this policy shall govern.

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