

Phased Plan for Reopening the Lexington Library

Goal – To restore services to the community while protecting the health and safety of staff and patrons.

Phase 1 – Building Closed to Public, Staff in Building

- Receive and sort mail once a week. UPS delivered daily.
- Utilize a staggered work schedule to promote social distancing.
- Curbside pick-up of library materials available.
- Reference available via email or phone.
- Staff working in the building.
 - Cleaning and reorganizing
 - Program planning
 - Shelf and collection relocation
 - Weeding of the collection
 - Inventory collection
 - Relabeling library collection for series order.
- Professional development through webinars.
- Interlibrary loan suspended.
- Book drop closed.
 - Due dates for library materials extended.
 - Fines are waived.
- Janitorial services suspended.
- Staff develops health-safe working processes utilizing safe distancing, wearing of masks and adjusted shift times.
- Staff publicizes closing and restrictions.
- Staff publicizes services available.
 - Curbside delivery
 - Overdrive
 - TumbleBooks
 - WIFI access
 - Nebraska Access
- WIFI available outside building walls.
- Staff develops procedures for issuing library cards virtually to new patrons for access to electronic collections.

Phase 2 – Building Closed to the Public, Staff in Building, Preparing for Reopening

- **Returning Materials**
 - Announce that the library is accepting the return of materials.
 - Research and advise staff on the best practices for glove use to avoid recontamination.
 - May 12 to May 15 – Library patrons can call the library about returning items. A box will be placed on the cart by the back door. Patrons can put return items in the box. The returned items will be quarantined for 72 hours, before they are checked in.
 - May 18 to May 22 – The book drop will be open from 8:00 a.m. to 4:30 p.m. daily. Again, all returned items will be quarantined for 72 hours. They will then be checked in.
 - From May 26 forward the book drop will be open 24 hours a day. All returned items will be quarantined for 72 hours prior to check in.
 - Staff will change boxes and empty the book drop as needed, wearing gloves and non-medical masks. Books are sealed in bags for the 72-hour quarantine. Each bag is labeled with the date and time.
 - After the 72-hour quarantine, the books are taken out the bag, checked in and shelved. Carts are all sanitized.
- **Curbside Pickup of Materials**
 - Patrons can pick-up items that they have either requested or have on hold using curbside pick-up.
 - Staff will call patrons to let them know that the materials they placed on hold are available.
 - Patrons, who do not know which specific materials they want, can have a reader's advisory phone call with staff. Staff can then select materials for them.
 - Patrons call the library, when they are on the way to pick up their items, and library staff will put their sack of materials on the book cart by the back door.
- **Services Available**
 - Printing from an email account is available by forwarding the email to the Lexington Library account, Lexingtonlibrary68850@gmail.com. The document can then be printed from the library's email. The document is handled in the same manner as curbside delivery.
 - Interlibrary Loan (ILL) will be reinstated following Memorial Day.
- **Building Transitions**
 - Upholstered and wood furniture will be removed from the library. Tables from the Benthack Room will be moved to the main section of the library. There will be one chair provided per table and tables will be spaced at least six feet apart.
 - Toys and manipulatives will not be available to the public.

Phase 3 – Limited Walk-In Service

- The library will have adequate PPE for staff.
- Library opens but with reduced hours (9:30 a.m. to 5:00 p.m. Monday through Friday) to decrease staff interaction with the public and to provide that shelving activity does not occur when patrons are actively moving throughout the library.
- Appointments can be scheduled.
- Curbside service will still be offered.
- Bundle Bags will be available for adults. Several books that have either the same author or the same theme, will be grouped together for either a grab and go pick-up or curbside service.
- Library visits should be limited to one person per household.
- Library visits should be limited to one 30-minute visit per day.
- Hand sanitizer will be available for all patrons entering the library.
- The library is open to individuals who are 14 years of age and older.
- Appointments for one adult and one child can be made for access to the Youth Services area.
- Bundle Bags will be available for children. For children up to 10 picture books with one theme (such as dinosaurs or Berenstain Bears) will be grouped together in a bag. These bags will be available for a quick checkout.
- New children's materials will be on a display.
- The young adult area is accessible to staff only. The new Young Adult materials will be available on a display. Staff will access any Young Adult material requested.
- The Study Rooms are not available for public use.
- Specific hours (8:30 a.m. to 9:30 a.m. on Tuesday and Thursday) are designated for the elderly and those who have a health risk.
- Specific hours (8:30 a.m. to 9:30 a.m. on Monday and Wednesday) are designated for mothers or fathers with preschool or elementary age children, who want to checkout children's materials.
- Grocery store model social distancing provisions, such as directional aisles and a one person per aisle limit will be provided.
- Chairs and tables will be sterilized on a regular basis.
- Staff will wipe down the circulation desk with a sanitizer throughout the day.
- Staff will sanitize the staff phones, computers, mice, and shared office supplies.
- Lines marking correct social distancing will be provided at the circulation desk. Staff will monitor and enforce social distancing for people moving around the library.
- Plexiglass shields will be provided at the circulation desk.
- One to two staff will be assigned to the circulation desk on a rotating basis.

- Computer Services
 - Computer lab is closed.
 - Computers will be placed in-service / out-of-service so that there is at least a six-foot gap in between users.
 - Patrons, who need to use a computer for personal or commercial business, will be given preference.
 - Each computer, keyboard, mouse, and the surrounding table surfaces will be sanitized after each use.
 - Computer usage is limited to one half hour a day session. If no one is waiting to use a computer and the number of patrons in the library is less than 10, this time may be extended to one hour upon request.
 - If desired, an appointment for computer usage can be made by calling the library.
 - Staff will not be able to offer computer one-on-one help. Staff also will not be able to offer help with cell phone questions or printing.
- No library group programming will be offered in person. No meetings will be scheduled in the library's meeting rooms.

Phase 4 – Gradual Transition to Normal Walk-In Service

- Follow all the above guidelines with possible modifications as to the number of people served at one time, length of library visits and time allowed for computer usage.
- Children accompanied by a parent can access the Youth Services area.
- The Young Adult area will be open to the public to access the Young Adult collection.
- Curbside service continues.
- Gradually relax social distancing, cleaning routines and the use of non-medical masks and gloves as advised by the Two Rivers Health District.
- Gradually phase back in full on-desk staffing.
- All technology is fully accessible.
 - The computer lab is open.
- The library will still work to avoid crowding at the circulation desk, in the computer area and in the office space.

Phase 5 – Gradual Transition to Normal Full Service

- Return to regular hours.
- Resume full staffing schedule.
- Study Rooms are available.
- Social distancing guidelines have been relaxed to allow for smaller group gatherings.
- When advised by the Two Rivers Public Health Department, resume programming and scheduling of the meeting rooms.
- Gradual reopening the Youth Services areas.
- Reintroduce toys to the children's spaces.
- Move furniture to allow seating areas back in the main part of the library.
- Outreach programming can resume provided the visited site has no restrictions.
- "Books on Wheels" resumes provided restrictions on care homes have been lifted.
- Tales and Travels programming resumes provided restrictions on care homes have been lifted.
- Discontinue quarantining items.