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## **PRESCOTT PUBLIC LIBRARY REOPENING PLAN**

Library service levels are subject to change as the situation evolves and with the release of more information. Levels of service will be based on the recommendations of local, state and federal governments and health departments.

The library will move between library service levels when the appropriate procedures, safety measures, supplies and recommendations from local and state health departments can be reached and maintained. The library staff must also be able to perform regular duties in addition to the extra requirements directly related to the pandemic (i.e. cleaning).

### **LIBRARY SERVICE LEVEL 1:**

Library closed; no materials lending or in-person services

- Library is closed
- Working staff reduced to essential personnel only
  - To perform minimum basic operations (i.e. paying bills, security)
  - Library staff telecommuting (working from home)
- Provide no-contact services (i.e. access to online resources and services)
- Offer virtual programs and activities

### **LIBRARY SERVICE LEVEL 2:**

Library building closed; curbside pickup service available; no in-person services

\*The services listed below are contingent on the ability to abide by public health protocols for staff and patrons.

- Loan of physical items
- Offer curbside pickup
- Accept returns
  - All returns **MUST** be deposited in a enclosed and controlled receptacle
  - All materials returned **MUST** be quarantined for 72 hours
- Delivery between libraries resumes
  - Dependent on, but not limited to, staffing and capacity of the library system, libraries and delivery service
  - All incoming materials **MUST** be quarantined for 72 hours
- Faxing and copying services via curbside pickup
- Offer virtual programs and activities
- Businesses hours may temporarily change

### **LIBRARY SERVICE LEVEL 3:**

Partial Reopening; limited in-person services

- Continue library services in level 2
- Scheduled in-person appointments available for limited services such as, but not limited to, checking out materials, using the computers and printing/copying
  - Limited to 10 total people in the library at any given time (including library employees).
  - Total number of people is subject to change and is contingent on health and safety recommendations from local and state health departments.
- Offer virtual programs and activities (if possible, may offer outdoor programs)
- Business hours may change temporarily

### **LIBRARY SERVICE LEVEL 4:**

Partial Reopening; limited in-person services

- Continue library services in levels 2
- Scheduled in-person appointments available for limited services such as, but not limited to, checking out materials, using the computers and printing/copying.
  - Limited to 25 total people in the library at any given time (including library employees).
  - Total number of people is subject to change and is contingent on health and safety recommendations from local and state health departments.
- Offer virtual programs and activities (if possible, may offer outdoor programs)
- Business hours may change temporarily

### **LIBRARY SERVICE LEVEL 5:**

Fully open, no restrictions

- All in-person and online library services available
- Resume in-person programs
- No limitations on number of total people in library at any given time
- All staff and patrons maintain personal health and disinfecting protocols

## **DISINFECTING/CLEANING**

\*The library will utilize and follow guidance from the Centers for Disease Control and Prevention (CDC) and the local health department to maintain a healthy and safe work environment.

[https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fdisinfecting-building-facility.html](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fdisinfecting-building-facility.html)

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

**Wash hands** frequently with soap and water for at least 20 seconds

- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Hand sanitizer will be available for staff and patrons at the circulation, desk, printer station, offices and main library entrance

### **Disinfecting**

- Clean/sanitize frequently touched surfaces and objects (2-3 times per day)
  - Use disinfecting wipes for: desks, phones, computers, keyboards, mouse, copier, printers, fax machine, door handles, book carts, etc.
  - Use disinfectant cleaner (or soap/water) for: all tables inside and outside, desks, counters in back, kitchen area in Mississippi Room, break room etc. (daily)
- Tables, chairs and all equipment/materials used after meetings or programs held in meeting rooms (when used)
- Disinfecting shared spaces with City Hall (daily)
  - Hallways, break room and bathrooms

### **Record**

- In weekly log sheet each time staff disinfect/clean surfaces/objects
  - Library log
  - Library-City Hall log
- Staff time spent cleaning/disinfecting in weekly log sheet

## **MEETINGS**

Until the library is fully opened:

- Library board meetings will held online (i.e. Zoom, Blue Jeans)
- There will be no meeting room reservations scheduled

## **SAFETY MEASURES**

Implemented at library service level 3 or when the library opens fully or for limited in-person services.

- Tape placed 6 feet away from circulation desk
- Plexiglass barriers around circulation desk
- Limited public computers available and by appointment only
- Signs posted throughout library: reminders, procedures, etc.
- Remove tables/chairs to maintain physical distancing
- Face masks, gloves and hand sanitizer available as visitors enter the building and throughout the library
- Remove toys, headsets, brochures, writing utensils, etc.
- When browsing the collection resumes, labeled bins will be placed throughout the stacks for patrons to place used items into. Those items will be included in the quarantine process.

## **PATRON RECOMMENDATIONS**

- Wearing facemasks will be strongly recommended and encouraged
- Facemasks will be available upon entry into the building and again in the library
- Must Maintain personal health protocols including physical distancing of at least 6 feet

## **STAFF SAFETY**

### **Before coming into work**

- Self-monitor for symptoms
  - Follow self-assessment questionnaire before work shift
  - If you feel ill, stay home
- Implement temperature checks and record into log sheet
  - If your temperature is 100.4 degrees or higher, stay home
    - Contact library director

### **At Work**

- No more than 4 staff members may work at any given time (until fully open)
  - Other staff members will work remotely/telecommute
- While at work, staff MUST:
  - Adhere to physical distancing of at least 6 feet apart
    - Helping people at computers/printer: stand at least 6 feet away or stay at circulation desk and help from there
  - Work in separate spaces (i.e. back office/main library/Miss. Rm.)
  - Facemasks are required. It must cover nose, mouth and chin. Exemption: any medical condition where wearing a mask may cause harm.
  - Frequently and thoroughly wash hands throughout shift

- Shelf materials before the library opens or when limited numbers of patrons are in the library.

## **SELF-ASSESSMENT & QUESTIONNAIRE MONITORING YOUR HEALTH DURING COVID-19**

### **Before Coming to Work**

1. Do a daily self-assessment check for:
  - a. Fever (100.4 degrees or higher)/chills
  - b. Shortness of breath or difficulty breathing
  - c. New loss of smell or taste
  - d. New or worsening cough or sore throat
2. If you have one or more of the symptoms above:
  - a. Notify library director that you are sick
  - b. Do not come to work
  - c. Self-isolate and limit contact with others
  - d. Seek advice via phone from your healthcare provider
3. If you develop any emergency warning signs for COVID-19 seek medical attention immediately. Emergency warning signs include (but not limited to):
  - a. Trouble breathing
  - b. Persistent pain or pressure in the chest
  - c. New confusion or inability to arouse
  - d. Bluish lips or face
4. Go through self-assessment questionnaire (below)

### Consider Exposure to Risk

Do not come to work if:

1. You feel unwell at all. Stay home and rest.
2. You or a person you have close contact with has symptoms of COVID-19 or has a confirmed case of COVID-19.
3. You or a person that you have close contact with has travelled internationally within the past 14 days.
4. You or someone that you have close contact with has returned from domestic travel that requires self-isolation.

## **COVID-19 SELF-ASSESSMENT QUESTIONNAIRE**

**Please answer YES or NO to the following questions:**

1. Have you recently had symptoms of respiratory illness (i.e. 100.4+ fever, cough, difficulty breathing, or loss of taste or smell)?
2. Have you returned from international travel within the past 14 days?
3. Have you been in close contact with anyone who has traveled internationally within the past 14 days?
4. Have you had close contact with anyone who has symptoms of a respiratory illness, or who has been confirmed positive with COVID-19, this may include

- caring for, living with, working a shift with, visiting, or sharing a healthcare waiting room?
5. Have you had continuous exposure to coughing, sneezing, kissing, sharing utensils, etc. with an individual with respiratory symptoms or a person with confirmed COVID-19?
  6. Does anyone in your immediate household have a job in a setting that is classified as high-risk such as:
    1. A healthcare facility or setting that requires caring for people infected with COVID -19
    2. A laboratory that process COVID-19 samples
    3. A mortuary handling COVID-19 cases
  7. Do you fall into any of the following groups, which are currently considered “high-risk” by the CDC?
    - 65 and older
    - Have underlying medical conditions such as heart disease, lung disease, diabetes, asthma, etc.
    - Have a weakened immune system

**If you answered YES to any of the questions above, please contact the library director to discuss.**

For more information about Coronavirus (COVID-19) (i.e. Symptoms, self-checker, what to do if you are sick, etc.):

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

## **IF LIBRARY STAFF TEST POSITIVE FOR CORONAVIRUS (COVID-19)**

Contact and follow recommendations from health care provider and Pierce County Health Department.

Remaining library staff will be required to continue monitoring themselves for symptoms and follow all recommendations from the Pierce County Health Department.

If it is recommended that all staff stay home and self-isolate and monitor their symptoms, the library will close if there is not sufficient staff available to perform daily services and functions.

Under the Families First Coronavirus Response Act: Employee Paid Leave Rights (FFCRA), an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

If an employee meets one or more of these qualifications, the Act provides that the employee is entitled to Emergency Paid Sick Leave. Specifically, full-time employees will have 80 hours of sick leave available to them and part-time employees will have their average hours of work over a 2-week period available as Paid Sick Leave. If the employee has variable hours of the work each week, the employee's average hours of work over the preceding 6 months will be used to determine the employee's average hours per week. The sick leave benefit will be paid at the employee's regular rate of pay for any absence due to the employee's own treatment of quarantine.

\*See Memo: City of Prescott's Emergency Sick Leave 3-18-2020 for full details.

- Find more details here: <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

**Approved by the Prescott Public Library Board of Trustees May 21, 2020**

Amended: June 18, 2020