



800 Borner Street North
 Prescott, WI 54021
 715-262-5555

PRESCOTT PUBLIC LIBRARY REOPENING PLAN

The Prescott Public Library uses the [Pierce County COVID-19 dashboard](#) to determine the activity level in our area. Each COVID-19 risk level is based on rolling averages of new daily cases (both probable and confirmed) over the past 7 days. The activity level determines what services the library is able to offer during the COVID-19 pandemic.

Additionally, the library will make sure the appropriate procedures, safety measures and cleaning supplies can be reached and maintained before moving between activity levels. The library staff must also be able to perform regular duties in addition to extra requirements (i.e. cleaning, quarantining, Curbside, etc.). Days and times listed for curbside, appointments, walk-ins, etc. may change depending on amount of staff available.

Prescott Public Library Services by Activity Level

| Pierce County Covid-19 Activity Level | Access to Library Collections | Access to Internet & Technology | Programming | Meeting Room Use |
|---------------------------------------|---|---|---|--|
| Red (Tipping Point) | Library building closed Curbside pickup and/or drop-off of all library materials in outside return slot (when staffing is available) M, T, Th, F 10 a.m.- 5 p.m. & W 12 p.m.- 7 p.m. | Wi-Fi accessible in parking lot and around the library Wi-Fi Hotspots available for checkout | Virtual programs and activities | Closed |
| Orange (Accelerated Spread) | Curbside pickup M, T, Th, F 10 a.m.- 5 p.m. & W 12 p.m.- 7 p.m. Browsing by appointment M, T, Th, F 10 a.m.- 4:30 p.m. & W 12 p.m.- 6:30 p.m. (up to 10% occupancy) W 12 p.m.-2:00 p.m. (at-risk individuals) Library returns (outside return slot) | Wi-Fi accessible around the library Wi-Fi Hotspots available for checkout Access to 2 internet computers by appointment (with time limits) Copy/Fax/Print curbside or by appointment | Virtual programs and activities May offer socially distanced outdoor programs (if weather permits) | Open (25% room capacity) (maintain all safety measures including social distancing) May close meeting room if space is needed for quarantining and/or storage |
| Yellow (Community Spread) | Curbside pickup M, T, Th, F 10 a.m.- 5 p.m. & W 12 p.m.- 7 p.m. Browsing (walk-in) (up to 20% occupancy & time limits) T, Th 10 a.m.- 4:30 p.m. | Wi-Fi accessible around the library Wi-Fi Hotspots available for checkout Walk-in access to 3 internet computers | Virtual programs and activities May offer socially distanced outdoor programs (if weather permits) | Open (up to 50% room capacity & maintain all safety measures including social distancing) |

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|---|---|---|---|---|
| | W 12 p.m.-2:00 p.m. (at-risk individuals) Library returns (outside return slot) | (with time limits) Copy/Fax/Print curbside or walk-in | May offer indoor programs (when physical distancing is attainable) | May close meeting room if space is needed for quarantining and/or storage |
| Green (On Track for Containment) | Curbside pickup M, T, Th, F 10 a.m.- 5 p.m. & W 12 p.m.- 7 p.m. Browsing (walk-in) (up to 25% occupancy & time limits) T, Th 10 a.m.- 4:30 p.m. W 12 p.m.-2:00 p.m. (at-risk individuals) (may add more walk-in days if enough staff is available) | Wi-Fi accessible around the library Wi-Fi Hotspots available for checkout Walk-in access to socially distanced internet computers Copy/Fax/Print curbside or walk-in | Virtual programs and activities May offer socially distanced outdoor programs (if weather permits) Offer indoor programs (when physical distancing is attainable) | Open (up to 100% capacity & maintain all safety measures including social distancing) |

Occupancy

Occupancy limits are based on the square footage available for public use, including a six (6) feet social distancing requirement. Other factors may become important too, such as, upward trends and recent outbreaks among our library staff or infections that may have occurred in the building.

Main Library

| Capacity (occupancy) | Total Number of people (including staff) |
|----------------------|--|
| 10% | 10 |
| 15% | 13 |
| 20% | 18 |
| 25% | 22 |

Meeting room

| Capacity (occupancy) | Total Number of people (including staff) |
|----------------------|--|
| 25% | 3 |
| 50% | 6 |
| 100% | 11 |

DISINFECTING/CLEANING

Wash hands frequently with soap and water for at least 20 seconds
(Patrons and staff)

- If soap and water are not readily available, use a hand sanitizer that contains 60-95% 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, main library entrance and when entering the building.

Disinfect/Clean (staff)

- Frequently touched surfaces and objects (2-3 times per day) or after each patron
 - Desks, phones, computers, keyboards, mouse, copier, printers, fax machine, door handles, book carts, etc.
 - 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
- Disinfect shared spaces with City Hall (daily)
 - Hallways, break room and bathrooms

Record (staff)

- 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

SAFETY MEASURES AND REQUIREMENTS

- Facemasks or a face covering must be worn in the library (ages 5 and older)
 - Free facemasks will be available when entering the building and by the library's main entrance
 - Facemask/covering should cover nose, mouth and chin.
- All incoming materials (i.e. delivery) and returned items are deposited in an enclosed and controlled receptacle and quarantined for 96 hours (quarantine times may change and are based off of guidance from Pierce County Public Health, Wisconsin DHS and DPI and IFLS)
- Must maintain personal health etiquettes including physical distancing of at least 6 feet from others
- When browsing the collection, labeled bins will be placed throughout the stacks for patrons to place used items into. Those items will be included in the quarantine process.
- Floor markers placed 6 feet away from circulation desk
- Plexiglass barriers installed around circulation desk
- Signs posted throughout library (i.e. reminders, procedures)
- Tables/chairs set up to maintain physical distancing
- Face masks, gloves and hand sanitizer available as visitors enter the building and throughout the library
- Toys, headsets, brochures, etc. will be temporarily removed

STAFF SAFETY

Before coming into work

- Self-monitor for symptoms
 - Follow the self-assessment before each work shift (below)
 - If you feel ill, stay home
- Perform temperature checks and record into individual log sheet

At Work

- Staff must:
 - Adhere to physical distancing of at least 6 feet apart
 - When helping people at computers/printer: stand at least 6 feet away or assist from the circulation desk
 - Work in separate spaces (i.e. back office/main library/Miss. Rm.)
 - Facemasks are required. It must cover nose, mouth and chin. Exemption may apply for medical reasons
 - Frequently and thoroughly wash hands throughout shift

SELF-ASSESSMENT (STAFF)

Before Coming to Work

1. Do a daily self-assessment check for:
 - a. Fever (100.4 degrees or higher) and/or chills
 - b. Shortness of breath or difficulty breathing
 - c. New loss of smell or taste
 - d. New or worsening cough or sore throat
 - e. Fatigue
 - f. Muscle or body aches
 - g. Headache
 - h. Congestion or runny nose
 - i. Nausea or vomiting
 - j. Diarrhea
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 medical care 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
 - d. Inability to wake or stay awake
 - e. Bluish lips or face

Consider Exposure to Risk

Do not come to work if:

1. You feel unwell at all. Stay home, rest and/or seek care.
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 traveled within the past 14 days.

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

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

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

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>

For more information about Coronavirus (COVID-19) (i.e. Symptoms, self-checker, what to do if you are sick, etc.) go to: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

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

Amended: 6/18/2020 | 10/22/2020