



800 Borner Street North
Prescott, WI 54021

Prescott Public Library Service Level Plan for Covid-19

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 for curbside, appointments, walk-ins, etc. may vary depending on the number 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 (up to 10% occupancy) 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 & possible time limits)	Wi-Fi accessible around the library Wi-Fi Hotspots available for checkout Walk-in access to 3 internet computers (with time limits)	Virtual programs and activities May offer socially distanced outdoor programs (if weather permits) May offer indoor programs (when	Open (up to 50% room capacity & maintain all safety measures including social distancing) May close meeting room if

	Library returns (outside return slot; possibly indoor too)	Copy/Fax/Print curbside or walk-in	physical distancing is attainable)	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 & possible time limits) (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 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

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

Amended: 6/18/2020 | 10/22/2020 | 4/15/2021