

Sumner Public Library Pandemic Closure/Re-Opening Plan

COVID 19 pandemic of 2020 had an unprecedented impact on our library and the community we serve. This plan explores possible closing and reopening scenarios for any current and future pandemics, dependent on factors such as recommendations from local and national health and library agencies, physical distancing protocols, and essential community needs. The primary consideration of this plan is to maintain the safety of library patrons and staff while finding ways to provide necessary services that the library is uniquely positioned to perform. The plan focuses on a slow progression toward full library services dependent on a scaled incremental easing of physical distancing measures.

The Sumner Public Library Board of Trustees will review the steps during each of the phases and practice best safety measures for staff and patrons while taking into consideration the guidelines from the State of Iowa. The Trustees will determine which phase is appropriate based on recommendations and guidelines based on the current situation. This policy can be revised as needed per the Trustees determination.

Phase 0 - Library Closed to Public

Criteria to Implement

- Public Health Emergency Declaration by Iowa Governor.
- ALA and State Library of Iowa recommended library closures.
- S-F School District closes for pandemic.
- Public encouraged to stay home and physical distance.

Library Services

- The Library's Wi-Fi will remain on for all patrons to access outside of the library.
- InterLibrary Loan is suspended during this time.
- Focus in on online library services and resources, digital library cards, and social media.
- Patron assistance via phone or email.
- No material checkouts.
- Accept returns by drop box only, follow cleaning and quarantine procedure.
- Programs: online only.
- Outreach: suspended.
- No computers, printing, copying, faxing, test proctoring, or meeting rooms.
- No material donations accepted.
- Library Board meetings will take place virtually.

Library Hours

- Closed to Public.

Library Staffing

- Administrative staff working from home and at library as needed.
- Staff will be required to wear mask while in the library.
- Staff will be required to wear gloves when:
 - a) Handling materials.
 - b) Sanitizing areas.
- Library assistants may work at the library with limited scheduling to maintain physical distancing. Duties include:
 - a) Patron assistance via phone and email.
 - b) Process of materials for the collection.
 - c) Cleaning and quarantining of returned library material.
 - d) Cleaning and organizing of library materials throughout the library.

Volunteers:

- Volunteers will not be allowed to enter the library during this phase.

Needs

- PPE masks, gloves, disinfecting wipes, hand sanitizer, disinfectant.
- Modify staff desks with plexiglass shields.
- Signage: safety and directional.
- Promotion via signage, local newspaper, website and social media.

Phase 1 - Library Closed to Public With Curbside service only

Criteria to Implement

- Governor approval of libraries in Bremer County to open.
- Recommendations from ALA and State Library of Iowa.
- Curbside pickup allowed at nonessential businesses.
- Public continues to be encouraged to stay home and physical distance.

Library Services

- The Library's Wi-Fi will remain on for all patrons to access outside of the library.
- Patron assistance via phone or email.
- Patrons may request items by phone, email, or reserving on their online account.
- Curbside pickup with notifications.
- Copying and faxing by no contact appointment.
- Continue to promote online library services and resources, digital library cards, and social media.
- Returns by drop box only.
- Programs: online only.
- Outreach: suspended.
- No test proctoring, or meeting rooms.

- No material donations accepted.
- Library Board meetings will take place virtually.

Library Hours

- 9:00am-5:00pm, Monday-Friday.

Library Staffing

- Administrative staff working from home and at library as needed.
- Staff will be required to wear mask while in the library.
- Staff will be required to wear gloves when
 - a) Handling returned materials.
 - b) Sanitizing areas.
- Library assistants work at the library with limited scheduling to maintain physical distancing. Duties include:
 - a) Patron assistance via phone and email.
 - b) Process patron requests.
 - c) Process of materials for the collection.
 - d) Cleaning and quarantining of returned library material.
 - e) Cleaning and organizing of library materials throughout the library.

Volunteers:

- Volunteers will be allowed to enter the library on an on-call basis.
- Volunteer will be required to wear masks when in the building and gloves when handling materials.

Needs

- PPE masks, gloves, disinfecting wipes, hand sanitizer, disinfectant.
- New/unused plastic grocery bags used to hand out materials for curbside service.
- Modify staff desks with plexiglass shields.
- Signage: safety and directional.
- Promotion via signage, local newspaper, website and social media.

Phase 2 – Partial Re-Opening of the Library

Criteria to Implement

- Recommendations from ALA and State Library of Iowa.
- Easing of physical distancing restrictions.
- Determine if the library is able to provide the safeguards for hygiene, social distancing, and limited contact through materials. If not, the library will remain closed and assessed again at a later date.

Library Services

- Continue no contact pick-up of material.
- Reopen for limited hours.
- Checkout desk staffed behind sneeze guard.
- Special hours for elderly and immunocompromised.
- Limit number of patrons in building at a time, 5 individuals or households, maximum 20 people.
- Patrons will be encouraged to wear masks while in the library and practice social distancing.
- InterLibrary Loan is resumed.
- Computers will be available by appointment only.
- Staff will be available to make copies and send faxes.
- Proctoring tests by appointment.
- Children's Area: limited or no learning centers or toys.
- No Meeting Room bookings allowed.
- Continue to promote online library services and resources, digital library cards, social media.
- Returns by drop box only, exterior or interior.
- Programs: In-house programming with limited capacity, social distancing, and masks implemented or virtual programs.
- No material donations accepted.
- Library Board meetings may take place in person and/or virtually.

Library Hours

The library is open for limited hours to allow for cleaning.

Open hours are:

- To be determined with the first hour for elderly and immunocompromised.
- Phone & email reference and requests: 9:00am-5:00pm, Monday – Friday.

Library Staffing

- Administrative staff working from home and at library as needed.
- Staff will be required to wear mask while in the library.
- Staff will be required to wear masks when in the building and follow safety guidelines when handling materials.
- Library assistants work at the library with limited scheduling to maintain physical distancing. Duties include:
 - a) Patron assistance within library, by phone and email.
 - b) Process patron requests.
 - c) Process of materials for the collection.
 - d) Cleaning and quarantining of returned library material.
 - e) Cleaning and organizing of library materials throughout the library.

Volunteers:

- Volunteers will be allowed to enter the library on an on-call basis.
- Volunteer will be required to wear masks when in the building and follow safety guidelines when handling materials.

Continued Needs:

- PPE masks, gloves, disinfecting wipes, hand sanitizer, disinfectant.
- New/unused plastic grocery bags used to hand out materials for curbside service.
- Signage: safety and directional.
- Promotion via signage, local newspaper, website and social media.

Phase 3 – Extended Partial Re-Opening of the Library

Criteria to Implement

- Recommendations from ALA and State Library of Iowa.
- Relaxed physical distancing protocols.
- Similar organizations or libraries expanding services with positive results.
- Determine if the library is able to continue to provide the safeguards for hygiene, social distancing, and limited contact through materials.

Library Services

- Continue no contact pick-up of material.
- Checkout desk staffed behind sneeze guard.
- Special hours for elderly and immunocompromised.
- Limit number of patrons in building at a time to 25.
- Patrons will be encouraged to wear masks while in the library and practice social distancing.
- Computer, Fax, print, copy service available.
- InterLibrary Loan service available.
- Proctoring tests by appointment.
- Children’s Area: limited or no learning centers or toys.
- No Meeting Room bookings allowed.
- Continue to promote online library services and resources, digital library cards, social media.
- Returns by drop box only, exterior or interior.
- In-house programming with limited capacity, social distancing, and masks implemented or virtual programs.
- Limited material donations accepted to allow for cleaning and quarantining of items.
- Library Board meetings may take place in person and/or virtually.

Library Hours

The library is open for limited hours to allow for cleaning.

Open hours are:

- To be determined with the first hour for elderly and immunocompromised.
- Phone & email reference and requests: 9:00am-5:00pm, Monday – Friday.

Library Staffing

- Administrative staff working from home and at library as needed.
- Staff will be required to wear mask while in the library.
- Staff will be required to wear masks when in the building and follow safety guidelines when handling materials.
- Library assistants work at the library with limited scheduling to maintain physical distancing. Duties include:
 - a) Patron assistance within library, by phone and email.
 - b) Process patron requests.
 - c) Process of materials for the collection.
 - d) Cleaning and quarantining of returned library material.
 - e) Cleaning and organizing of library materials throughout the library.

Volunteers:

- Volunteers will be allowed to enter the library on a scheduled basis.
- Volunteer will be required to wear masks when in the building and follow safety guidelines when handling materials.

Continued Needs:

- PPE masks, gloves, disinfecting wipes, hand sanitizer.
- New/unused plastic grocery bags used to hand out materials for curbside service.
- Signage: safety and directional.
- Promotion via signage, local newspaper, website and social media.

Phase 4 - Re-Opening of the Library

Criteria to Implement

- Recommendations from ALA and State Library of Iowa.
- No physical distancing limits.
- Vaccine readily available.

Library Services

- Resume all Library services.
- Checkout desk staffed behind sneeze guard.
- Computer, Fax, print, copy service available.
- InterLibrary Loan service available.
- Proctoring tests by appointment.
- Meeting Room bookings allowed.
- Continue to promote online library services and resources, digital library cards, social media.
- Returns by drop box only, exterior or interior.
- Library programs resume.
- Material donations accepted.
- Library Board meetings may take place in person or virtually.

Library Hours-New Hours

- 9:00am-7:00pm, Monday, Tuesday and Thursday.
- 9:00am-5:00pm Wednesday and Friday
- 9:00am-12:00pm Saturday

Library Staffing

- Staff will resume a regular schedule
- Library assistants' duties will include:
 - f) Patron assistance within library, by phone and email.
 - g) Process patron requests.
 - h) Process of materials for the collection.
 - i) Cleaning of returned library material.
 - j) Cleaning and organizing of library materials throughout the library.

Volunteers:

- Volunteers will be allowed to enter the library on a scheduled basis.

Continued Needs:

- Gloves, disinfectant, disinfecting wipes, hand sanitizer
- Promotion via signage, local newspaper, website and social media

Approved June 18, 2020

Reviewed July 17, 2020

Revised & Approved August 20, 2020

Revised & Approved November 19, 2020

Revised & Approved March 18, 2021