

COVID-19 PLAN

Purpose

The purpose of this plan is to state parameters for the provision of library services during the Covid-19 pandemic for the safety of all patrons and staff.

Scope

The scope of this document will pertain to library services regarding remote and in-person scenarios, including the decision-making criteria to open or close the library or implement various levels of restrictions based upon Covid-19 statistics and/or staffing interruptions.

Responsibility

Responsibility for the Covid-19 plan rests on the Library Director in consultation with the managers and the Library Board President with oversight from the Board of Library Trustees.

Process for the Provision of Services

The primary criterion for determining the provision of library services is the safety of all patrons and library staff. Guidelines for social distancing, quarantine requirements, and increased cleaning and sanitization protocols have greatly affected the library's traditional service model; these changes must be considered with regard to services offered. Within the library's non-traditional service model, capacity limits and service restrictions are necessary components for operating the Library safely. As Covid-19 statistics increase or decrease during the pandemic, services and/or hours may need to change. The latest information for services and hours of operation will be posted on the library's web site and disseminated via social media. A hybrid model of virtual and in-person services, materials, and programs has been implemented to provide patrons with as many library services as are safely possible; with the intention of adding more as conditions allow the library to do so safely.

Metrics Used (for Determining Services & Hours)

To Open Initially *(following the declaration of a disaster because of Covid-19):*

- Less than 10% overall positivity rate in West Chicago according to the Illinois Department of Public Health (IDPH) statistics *(from the beginning of statistical records kept)* with at least two weeks of flattening/decreasing positivity rate less than eight percent (8%) over a 7-day period in West Chicago (Sunday – Saturday) according to IDPH statistics.

To Close or Implement Restrictions *(following Illinois Department of Public Health guidelines)*

- Positivity rate of eight percent (8%) or greater in West Chicago over a 7-day period (Sunday – Saturday) for two (2) weeks according to IDPH statistics
 - This will initiate restrictions of in-person services until the 7-day period in West Chicago (Sunday – Saturday) shows a positivity rate of less than eight percent (8%); curbside service will continue.
- Number of new cases in West Chicago increases for two (2) weeks by twenty percent (20%) or more each week according to DuPage County Health Department statistics
 - This will initiate the library closing to the public until the weekly percentage of new cases in West Chicago decreases below twenty percent (20%) each week for two weeks.
- Library employees contracting Covid-19
 - If an employee contracts the virus, this will initiate closure of individual departments, or the library entirely, until it can be cleaned and sanitized and an appropriate workforce is able to return.

A more detailed list of services and programs throughout the Covid-19 pandemic is provided in the addendum attached, divided into phases similar to the Restore Illinois Plan. The library may go forward or backward through the phases; services, programs, and hours of operation will be added or removed based upon the phase. When conditions remain stable, services and programs will remain as-is. Unless otherwise set forth herein, current conditions will be assessed regularly to determine appropriate and safe levels of services, programs, and hours of operation.

ADDENDUM

COVID – 19 PANDEMIC REOPENING PLAN

PHASE 1 Rapid Spread	PHASE 2 Flattening	PHASE 3 Recovery	PHASE 4 Revitalization	PHASE 5 Library Restored
<p><u>STATE:</u> Stay at home order and social distancing guidelines are in place; only essential businesses are open.</p> <p><u>LIBRARY:</u> The Library (non-essential) is closed and monitors DPH and IDPH statistics in West Chicago to determine safe movement to phase two. The library transitions to a remote workforce.</p>	<p><u>STATE:</u> Non-essential businesses can reopen for curbside pickup and delivery, including the library.</p> <p><u>LIBRARY:</u> The library reopens for curbside service. All employees must wear face coverings and exercise social distancing while at work and when interacting with patrons during curbside service. Employees who can work remotely continue to do so.</p>	<p><u>STATE:</u> Several non-essential businesses reopen to the public with capacity and other limits and safety precautions.</p> <p><u>LIBRARY:</u> The Library reopens to the public with a reduced capacity limit and additional safety precautions and social distancing floor plans in place. Many employees work within a hybrid model; some continue to work only remotely.</p>	<p><u>STATE:</u> Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child-care and schools reopen under guidance from the IDPH.</p> <p><u>LIBRARY:</u> The Library gradually increases patron capacity limit and hours of operation and decreases the social distancing floor plans to allow additional seating and tables. Most employees return to the library to work. Study rooms may reopen with limited capacity.</p>	<p><u>STATE:</u> The economy fully reopens with safety precautions continuing.</p> <p><u>LIBRARY:</u> Library resumes normal hours of operation offering its full array of materials, services, and programs. All employees return to the library and operate under new procedures</p>

PHASE 1

- The Library is closed.
- Most online services continue and are promoted.
- Due dates for materials are extended.
- Patrons with less than \$100 in fines are “unblocked” each evening to allow them to use the online resources available through the library.
- Library staff work remotely; create and develop new programs and consider ways to offer additional services to the District during the closure.

PHASE 2

- The Library building remains closed to the public, but library staff members begin providing curbside service for materials pickup with limited library hours of operation.
- All staff reporting to work are trained in the proper use of personal protective equipment (PPE), handwashing, and sanitizing their work areas and high-traffic surfaces.
- Staff reporting to work will be assigned to teams and have staggered arrival times and schedules to accommodate and maintain social distancing.
- All staff are required to wear face coverings, gloves (*when warranted*), and maintain social distancing while at work.
- Library materials will be quarantined for a minimum of seven (7) days, processed, and shelved.
- Cleaning of work and high-traffic areas happens at least every hour or after every use of a device (e.g. keyboard, phone, mouse, etc.) by a different user.
- Library staff will exercise consistent handwashing and hand sanitization.
- The bookdrop is open for patrons to return library materials. Due dates have been extended so late fees will not be applied.
- Remote work continues for most employees; meetings, programs, and services are all online with the exception of curbside service.
- Computers, tables, and chairs are rearranged within, or removed from, public areas to accommodate social distancing guidelines in preparation for Phase 3.
- Social distancing “markers” and directional arrows are applied throughout the library to assist with social distancing guidelines in preparation for Phase 3.

PHASE 3

- The Library building reopens to the public with reduced capacity, limited services and programs. Virtual programs continue to be offered.
- All employees and patrons must have a correctly fitted face covering while in the library.
- Social distancing must be maintained by employees and patrons.
- Cleaning of work and high traffic areas happen at least every hour or after every use of a device (e.g. keyboard, phone, mouse, etc.) by a different user.
- Library staff will exercise consistent handwashing and hand sanitization.
- Remote work continues for some employees; staff schedules are staggered.
- Curbside service continues.

PHASE 4

- The Library increases hours of operation.
- Increased capacity allowed in the library; additional tables and seating are gradually added back to the floor layout; some programming may resume; most programs continue virtually.
- Most employees return to work for most of their scheduled time; some remote work continues.
- All employees and patrons must wear correctly fitted face coverings while in the library.
- Curbside service continues.

PHASE 5

- The Library resumes normal hours of operation, full services, and allows full capacity limits with new safety guidance and procedures.
- Furniture and computers return to pre-Covid-19 floor layouts
- All employees return to the Library.
- Curbside service continues.