



Pierson Library Phased Reopening Plan

Last update Wednesday, May 27, 2020

This is a working document, which will be updated to meet the latest federal, state, and town requirements and guidelines.

PHASE ZERO – Library Closed Completely (March 20th to April 19th, 2020)

No staff allowed to report to work, bookdrop closed, all programming and services provided remotely.

PHASE ONE - Curbside Pickup Service (April 20th, 2020 – May 24th, 2020)

Based on Governor's Scott's latest addendum to the "Stay home, Stay safe" order, Pierson Library is permitted to again offer curbside pickup of materials. This provides access to the collection again through "contactless" curbside pickup to all Shelburne residents. Patrons can either call 985-5124 during the hours below or email circulation@shelburnevt.org to place a request. Hours for curbside pickup are:

- Noon – 4pm Monday, Wednesday, Thursday, Friday and Saturday
- 4pm-8pm Tuesday

The library provides currently available material (we cannot place or fill holds on material that is checked out) and can pull a maximum of ten items per family.

Pierson will pull items and place them in the foyer of the West Entrance (the one with the bookdrop), in a bag with patron's last name prominently displayed. Due to space constraints, materials must be picked up the same day or the next day after they are requested.

Two staff in the building maximum, paired in the same shifts to prevent cross-contamination. All staff have their own workstation and supplies. Hands washed regularly, common areas and touch points sanitized at beginning, middle, and end of shift. Staff self-certify they are COVID-19 symptom free.

PHASE One (B) - Staff Return, library prepares for reopening (May 25th – present)

Governor Scott prepares to lift the Stay Home, Stay Safe Order for municipal entities and Town Manager Lee Krohn prepares to open the town office building to the public.

STAFF

Staff follow State of Vermont ACCD Addendum 11 to the Work Smart & Stay Safe order requirements, and Pierson Library guidelines including the Exposure Control Plan.

1. *Complete the temperature check and health checklist before the beginning of each shift.
2. *Stay at least six feet from others.
3. *Do not gather in groups.
4. *Wear a mask when in the presence of others.
5. *Wash hands frequently.
6. *Do not touch face.
7. Work at separate workstations, computers, and telephones.
8. Sanitize at the beginning, middle, and end of each shift.

MATERIALS

Book drop emptied at opening, with the children's returned materials placed on shelving in the teen room and adult materials on the shelving behind the 2nd floor circulation desk. Once a section of shelving is filled, staff label it with the date. Material is shelved after 72 hours

Staff wash hands after handling the book drop and shelving.

MEETING ROOMS

All meeting rooms except for the Community Living Room will be used for dispersed staff offices and furniture storage until the final phase of reopening. Furniture turned over to discourage use in anticipation of opening.

PATRONS

None allowed in the library.

PROGRAMS

All programming remains virtual. No onsite programming.

SERVICES

Online, telephone, and mail. Curbside checkout continues

SIGNAGE

Post state required signage.

VOLUNTEERS

None

DONATIONS

No book donations yet

PHASE TWO - Library Opens to Patrons, Limited Service

Library Director and town leadership determine it is appropriate to open the library to limited in-person service.

HOURS: limited to ensure adequate staffing with increased sanitation requirements. Similar to curbside delivery hours, with the addition of Noon to 4pm on Tuesdays and 11am to Noon each day open for vulnerable populations.

STAFF: Guidelines for health and safety same as Phase One, following Exposure Control Plan.

PATRONS

Patrons required to wear masks unless under two, or cannot due to health reasons.

Patrons come individually or groups of two, or a parent with up to two children under 11.

Children must remain close enough for the parent to continuously monitor.

Keep a minimum of six feet between individuals (and groups visiting together) and away from staff at all times.

Library visit limited to 30 minutes.

Browse and checkout materials, only. Clear shields installed at checkout desks.

2nd floor desk transitions to adult circulation desk.

Circulation transaction will be patron-assisted (scanners on patron side of shields, so patrons can scan their own card and then materials)

All chairs moved to storage, or blocked to prevent seating, with the exception of two wooden chairs on the 1st floor and 2 on the 2nd floor labeled for those who need to sit for health reasons. These chairs to be sanitized after each use.

11 a.m. to noon reserved for those 55 and older and those with compromised immune systems.

No more than 64 people at a time in the library, including staff. Overflow to wait outside the building, not in the foyers.

No unaccompanied minors under age 11. Play areas closed off and toys put away.

SERVICES

Curbside transitions to carry out, with reserved books put on hold shelves for pick up.

Copying/printing by donation. We will not make change.

Interlibrary loans, holds and patron requests resume.

Printers set to print wireless from patrons' devices. One desktop computer available by reservation only. 30 minute reservation block, with 30 minute pause for sanitization.

Newspaper subscriptions still suspended.

Carts to quarantine browsed magazines and books prominently placed on each floor.

SIGNAGE

Library use guidelines/rules. Hand washing and mask guidelines at both entrances.

Floor markers at seven foot increments for patron queueing.
Signs directing adults upstairs and children downstairs.

PHASE Three – COVID 19 subsides in community greatly.

Same as Phase Two, with these added:

PATRONS

May visit for up to one hour.

SERVICES

Computers: Reinstall all computers so each machine is six feet apart. Patrons may reserve a computer for one hour a day, with a 30 minute pause between each use.

Staff disinfect each computer after each use with sanitizer.

Patrons may use their own laptops at designated spaces for up to one hour.

Library programs limited to 12 people (including presenter) and held in the community room.

Registration required. Community room open for reservations for groups or 12 people and fewer, with library programs receiving priority.

Town hall programming commences based on town manager's guidance.

PHASE FOUR – COVID 19 shows no community spread

Resume full service, no restrictions.

Programming and services fully resume. No restrictions to library visits. Hours back to normal, all other operations back to normal.

CONCLUSION

These phases may go up or down depending on the presence of the virus in the community, as well as the response by the town and the state government. The library strives to balance services to patrons with the health and safety of all, and welcomes any input from the public, as always.

--Kevin Unrath, Library Director.

kunrath@shelburnevt.org