

RED JACKET COMMUNITY LIBRARY Reopening Plan

Introduction

The Governor's current timeline has a phased reopening plan set to begin after the expiration of NY PAUSE on May 15. Phase One includes construction, manufacturing, and select retail (with curbside pickup). Phase Two includes professional services, finance and insurance, retail, administrative support, and real estate/rental leasing. Phase Three includes restaurants, food services, and hotels. Phase Four includes arts, entertainment, recreation, and education.

To ensure compliance with this approach, we are operating under the assumption that libraries fall under Phase Four when considering services to the public.

Scope

The Red Jacket Community Library (RJCL) is aligned with Pioneer Library System's system-wide approach to reopening. The sensitive nature of opening 42 libraries across four counties, impacts the reopening of RJCL.

The Red Jacket Community Library shares space with the Manchester-Shortsville Central School District (MSCSD) library. Due to the joint-use nature of the shared Library Facility, RJCL has included facility specific reopening steps to work in conjunction with the MSCSD.

The following plan outlines a four-step approach that includes estimated timelines and activities for RJCL, PLS and the MSCSD to undertake over the next several months.

Reopening plans developed by RJCL are subject to change based on progress of the MSCSD carpeting project and the RJCL Circulation Desk & computer station project.

Reopening plan developed by RJCL is subject to change based on guidelines from the CDC, the Governor's phased reopening plan, and local health officials. The dates and activities represented below are estimated based on the Governor's phased reopening plan. Should our area suffer an increased infection rate while carrying out this plan, all reopening activities will discontinue and we will follow appropriate closing procedures outlined by the Governor's office.

Priorities

1. Health and wellness of library staff and patrons
2. Collaborative communication on system-related library services
3. Prepare for future disruptions due to COVID-19 or other pandemic illnesses

Step One: Planning for Local Reopening

Timeline: by June 22, 2020

Briefing: While RJCL will do everything possible to serve the community, local plans and activities will need to be developed.

Activities for RJCL:

- Plan for all staff to report without restrictions on number
- Plan for patron, and building occupancy starting at 1 person per 250 square feet. Staff is excluded from count and facility is 10,000 square feet.
- Plan staff scheduling for the first several weeks of reopening activities.
- Update policies and procedures relating to pandemic illnesses and disaster scenarios.
- Update policies and procedures related to staff leave.
- Communicate with MSCSD Superintendent regarding facility.
- Acquire PPE and cleaning supplies for staff.
- Adjust budget to accommodate PPE and cleaning supplies.
- It is recommended by regional leaders that local plans also include the following:
 - Proper use of face masks/covers

- Following social distancing guidelines
- Proper disinfectant practices
- Proper handwashing guidelines
- Prepare Cleaning & Disinfecting task list & cleaning schedule for RJCL staff.
- Prepare plan for increased cleaning & disinfecting, according to CDC standards, alternating use of bathroom facilities, one public bathroom per day, if deemed necessary due to MSCSD cleaning schedule.
 - Consider hiring a cleaner to adjust to any MSCSD shortfalls in cleaning & and disinfecting of facility
- Plan for storage of cleaning supplies & equipment in Large Storage Room.
- Check in with MSCSD Business Manager regarding progress of Carpeting/Circulation Desk/Computer Station project. Adjust opening timeline accordingly.
- Consider which modified services and virtual services will be offered in Step Two.

Activities for Pioneer Library System:

- Develop a reopening plan in-step with the regional and state-wide recommendations.
- Prepare for consultation, technology, and delivery services for the foreseeable future.
- Apply for FEMA relief in an attempt to secure short-term PPE for member library.
- PLS begins opening under "administrative" guidelines.
- PLS begins installing E-Rate network equipment at libraries, by-appointment prior to reopening.

Activities for the Manchester-Shortsville Central School District:

- Thoroughly & completely clean & disinfect the library facility prior to the return of RJCL staff.
- Use of library facility as corridor: request all school faculty & staff limit touching surfaces while using the library as a pass-through corridor. Prepare appropriate signs for school doors to remind staff/faculty.
- Develop a cleaning & disinfecting schedule for library facility.
- Communicate schedule with RJCL Library Director regarding cleaning schedule.
 - Indicate when schedule will not meet current [CDC Cleaning & Disinfecting guidelines](#).
 - Indicate changes to prior-to-pandemic established cleaning processes and procedures, especially garbage, bathrooms, sinks, faucets, vacuuming.
- Survey cleaning supplies and hand sanitizer. Communicate, in a timely manner, with RJCL Library Director, regarding any additional cleaning supplies and hand sanitizer needed to be purchased by RJCL.
- Communicate with RJCL Library Director regarding timeline and status of Carpeting/Circulation Desk/Computer Station project

Resources

- [Prepare Your Small Business and Employees for the Effects of COVID-19](#) (CDC)
- [Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#) (CDC)
- [Cleaning and Disinfection for Community Facilities](#) (CDC)

Step Two: Bringing Staff Back to the Library

Timeline: June 22, 2020 to June 29, 2020

Briefing: June 16, 2020, is our current estimate for when RJCL will be able to consider bringing staff back to the library. During Step Two, according to PLS recommendations, RJCL will remain closed for two weeks in an effort to adjust buildings appropriately, re-acclimate staff to new operating conditions, and prepare facility for modified services to the public.

Activities for RJCL:

- Educate staff on PPE use, new disinfecting practices, operational changes, and sick leave requirements.
- Plan for all staff to report without restrictions on number
- Begin cleaning, disinfecting procedures for high-touch areas using Cleaning Task Checklist and following the RJCL [Cleaning & Disinfecting the Library Facility](#) Policy

- Educate RJCL staff in proper procedures for post-pandemic cleaning schedule. Practice routine cleaning of high touch surfaces. More frequent cleaning and disinfection may be required based on level of use. Surfaces and objects in public places should be cleaned and disinfected before each use. High touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, *toilets, faucets, sinks*, etc. Utilize schedule & checklist for cleaning tasks.
- Hire and train a cleaner if needed to adjust to any MSCSD shortfalls in cleaning & and disinfecting of facility
- Rearrange or remove furniture outlined in local reopening plans to accommodate social distancing (6 ft.).
- Allow staff to enter the building for prep work and core operations.
- Reopen book drops and processing procedures with appropriate safety precautions in place.
- Stage quarantine and or cleaning area for returned items (current information states the virus can live on hard surfaces for 72 hours).
- Communicate with MSCSD Business Manager, Superintendent and Middle School/High School Librarian regarding moving forward with the reassignment of RJCL Library Director's Office and storage area(s)
 - Adjust plan & plan timeline with new input
 - Begin transfer of these spaces, if appropriate

Activities for Pioneer Library System:

- Remotely support libraries with reopening activities.
- PLS continues installing E-Rate network equipment at libraries, by-appointment prior to reopening.
- Provide a temporary delivery run to clean-up items returned during this step.
- Discontinue delivery after temporary runs are complete.
- Adjust current checkout due dates to September 30, 2020.
- Adjust patron library card expiration dates to December 30, 2020.

Activities for the Manchester-Shortsville Central School District:

- Continue to communicate with RJCL Library Director as to any changes in the established cleaning & disinfecting schedule for library facility.
 - Indicate when scheduled cleaning & disinfecting will not meet current [CDC Cleaning & Disinfecting guidelines](#).
 - Indicate changes to prior-to-pandemic established cleaning processes and procedures, especially garbage, bathrooms, sinks, faucets, vacuuming. Indicate what cleaning will be done, when & how often, specifically *toilets, faucets, sinks, garbage, vacuuming*, etc.
- Communicate, in a timely manner, with RJCL Library Director, regarding any additional cleaning supplies and hand sanitizer needed to be purchased by RJCL.
- If necessary, communicate with RJCL Library Director regarding timeline and status of Carpeting/Circulation Desk/Computer Station project

Step Three: Modified Services to the Public

Timeline: June 30, 2020 to July 31, 2020

Briefing: If Steps One and Two go according to plan, libraries will be able to open for modified services to the community during Step Three. It is unknown how long libraries will be operating with modified services. RJCL will evaluate the safety guidelines in the community and PLS will evaluate state-wide measures at keeping communities healthy. During this step, PLS will plan on opening local holds (patrons may place holds at their library). System-wide delivery and holds will be determined during Step Four.

Activities for RJCL:

- Continue procedural practices from Steps One and Two.
- Implement local modified services identified in Step One (curbside service, reference service, use of public computers, fax, scan, copier – by appointment only)
- Begin work schedule for new cleaner, if needed, to adjust to any MSCSD shortfalls in cleaning & and disinfecting of facility
- Adjust plans accordingly as new information comes out.
- Adjust building capacity with health and safety information.

Activities for Pioneer Library System:

- Schedule temporary delivery runs as deemed necessary.
- Turn on local holds (patrons can place holds at their home library - no delivery available).

Activities for the Manchester-Shortsville Central School District:

- Communicate with RJCL Library Director as to any changes in the established cleaning & disinfecting schedule for library facility *with modified public use of facility*.
 - Indicate when scheduled cleaning & disinfecting will not meet current [CDC Cleaning & Disinfecting guidelines](#) *with modified public use of facility*.
- Communicate, in a timely manner, with RJCL Library Director, regarding any additional cleaning tasks, cleaning supplies and hand sanitizer needed to be purchased by RJCL.

Step Four: Slowly Increase Services to the Public

Timeline: August 1, 2020 to December 31, 2020

Briefing: As infection rates continue to decrease in our area, community interactions will hopefully be deemed safer and libraries will be able to slowly implement additional services. The goal of Step Four is not to return to the same library that existed before this all began, but have a reimagined way of operating that will be prepared for future disruptions to service.

Activities for RJCL:

- Continue services outlined in Step Three.
- Implement increased local services as appropriate in the community (Contactless Checkout, limited use of public computers, fax, scan, copier – limited by physical distancing guidelines).
- Plan for patron, and building occupancy starting at 1 person per 250 square feet. Staff is excluded from count and facility is 10,000 square feet.
- Verify that additional cleaner will be needed for Fall 2020 & schedule accordingly
- Increase local services as appropriate in the community (Contactless Checkout, limited use of public computers, fax, scan, copier – limited by physical distancing guidelines).
- Stay alert to the potential of a wave two of COVID-19 and prepare accordingly.
- Ensure all staff members are up to date on emergency closing procedures and illnesses policies.
- Prepare for future closings due to COVID-19 or other pandemic illnesses.

Activities for Pioneer Library System:

- Resume System-wide holds for patrons (once deemed safe).
- Restart regular delivery (once deemed safe).
- Prepare for future closings due to COVID-19 or other pandemic illnesses.
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Activities for the Manchester-Shortsville Central School District:

- Prepare for reopening MSCSD in Fall 2020.
- Communicate with RJCL Library Director regarding shared spaces and modification to pre-pandemic facility use & related procedures with anticipation of school reopening. For example: bus loop at front of library, parking lots, pass-through corridor, changes to school library staff/faculty, cross-over school/public library time, changes to cleaning schedule/supplies with school in session, MSCSD use of meeting rooms, etc.
- Communicate with RJCL Library Director regarding any future closing due to COVID-19 or other pandemic illnesses.
- Communicate with RJCL Library Director as to any changes in the established cleaning & disinfecting schedule for library facility *with increased services, school faculty, school staff, student & public use of facility*.
 - Indicate when scheduled cleaning & disinfecting will not meet current [CDC Cleaning & Disinfecting guidelines](#)
- Communicate, in a timely manner, with RJCL Library Director, regarding any additional cleaning tasks, cleaning supplies and hand sanitizer needed to be purchased by RJCL.

Authority & Evaluation - This policy and related procedures will be enforced under all current and future New York State Executive Orders and the criteria mandated for organizations to safely and legally reopen and operate under NY Forward. The practices in this policy may be updated as needed to conform with modifications to NY Forward, as well as mandates from the Center for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), and local government agencies.

Questions or concerns regarding this policy should be brought to the Library Director. The Library Director is authorized to make temporary amendments and changes to this policy consistent with the purpose of this policy prior to board approval. Temporary amendments or changes will be recommended by the Library Director at the next board meeting.

This policy will remain in effect until the Board of Trustees votes to remove or revise it. The Library Director is authorized to make temporary amendments and changes to this policy consistent with the purpose of this policy prior to board approval. Temporary amendments or changes will be recommended by the Library Director at the next board meeting.