# PHASED REOPENING PLAN

## No in-person services

**Building access:** None
**Circulation of physical items:** None
**Patron computer access:** None
**Programming:** None (except virtual)
**Handling returned Items:** None
**Outreach:** None (except virtual)
**Ordering/processing new items:** None
**Hours:** None (except virtual)
**Staff working remotely:** All
**Trigger:** Stay at home order with only essential services operating
**Materials required:** Technology needed for staff to work remotely

## Phase 1: Staff return but no circulation

**Building access:** Staff only (Management Team)
**Circulation of physical items:** None (except virtual)
**Patron computer access:** None
**Programming:** None (except virtual)
**Handling returned items:** 7-day quarantine of all items*
**Outreach:** None (except virtual)
**Ordering/Processing new items:** Resume at 25% of normal acquisition rates
**Hours:** None (except virtual)
**Staff working remotely:** Most
**Trigger:** Two weeks before phase 2 trigger AND adequate supply of materials
**Materials required:** PPE and cleaning supplies for 30 days
**Change from previous phase:** open book drops, begin materials quarantining, train staff on proper use of PPE and handling of materials

## Phase 2: Staff-facilitated services only

**Building access:** Staff only
**Circulation of items:** Curveside/delivery for local patrons only
**Patron computer access:** None
**Programming:** Virtual only

* Procedures regarding quarantine times, mask wearing, PPE, cleaning, etc. are all subject to change within a given phase according to evolving recommendations of health professionals

**Handling returned items:** 1-day quarantine of all items*
**Outreach:** Virtual only
**Ordering/Processing new items:** Continue ordering at 25%, process all items
**Hours:** limited, 44 hours per week to provide adequate access to staff and available services
**Staff working remotely:** As much as possible
**Trigger:** Non-essential businesses allowed to resume some services
**Additional materials required:** Paper bags for Curveside Service
**Change from previous phase:** Answering phones, Curveside Service

## Phase 3: Building open for limited access – February 15

**Building access:** Staff and public, limited patrons in the building at a given time (one in one out, number TBD depending on staff ability to manage cleanliness)*
**Circulation of items:** Curveside (no RB) and in-person
**Patron computer access:** time limited and distanced
**Programming:** None (except virtual)
**Handling returned items:** 1-day quarantine of all items*
**Outreach:** Depending on need and opportunity
**Ordering/processing new items:** Reduced ordering, process all items
**Hours:** limited (depending on staffing requirements and ability to maintain cleanliness)
**Staff working remotely:** As much as possible, depends on in-person staff needs
**Trigger:** Easing of social distancing measures, non-essential businesses able to resume some level of in-store services
**Additional materials required:** Acrylic barriers for desks
**Change from previous phase:** computer use, hold shelf, patron self-service, ILL deliveries

## Phase 4: Resume regular hours, no large meetings - June 1

**Building access:** Open with capacity limits
**Circulation of items:** normal
**Patron computer access:** normal but distanced
**Programming:** Mostly remote, limited distanced in-person programs
**Handling returned items:** No special care required
**Outreach:** Resume available in-person opportunities
**Ordering/processing new items:** Mostly normal, adjusted per current material demands
**Hours:** normal
**Staff working remotely:** Minimal, as most staff will be needed for on-site work
**Trigger:** Significant easing of social distancing guidelines, advice from health officials that allows for group gatherings to resume
**Additional materials required:** None
**Change from previous phase:** Resume limited seating throughout the building, regular hours

* Procedures regarding quarantine times, mask wearing, PPE, cleaning, etc. are all subject to change within a given phase according to evolving recommendations of health professionals

## Phase 5: Resume all regular services

**Building access:** Open
**Circulation of items:** Normal
**Patron computer access:** Normal
**Programming:** Normal (continue successful virtual programming)
**Materials handling:** No special care required
**Outreach:** Normal
**Ordering/processing new items:** Normal
**Hours:** Normal
**Staff working remotely:** None
**Trigger:** Elimination of social distancing requirements, no significant infection threat, and/or vaccine available
**Additional materials required:** None
**Change from previous phase:** Resume meetings/programs, return toys to YTS


## Staff Training:

- Contamination awareness – the red/green rule
- Proper use of face masks, gloves, cleaning supplies
- Social distancing standards
- Returned materials handling/quarantining procedures
- Curveside service procedures
- Delivery procedures
- Local hold placing procedures
- Scheduling procedures, remote responsibilities vs on-site responsibilities

* Procedures regarding quarantine times, mask wearing, PPE, cleaning, etc. are all subject to change within a given phase according to evolving recommendations of health professionals