

Orion Township Public Library Reopening Plan

after COVID-19 closure 2020

Last updated: July 16, 2020

Library board last approved: July 16, 2020

Document will continue to be updated with date shown above

Clearance from the Governor of Michigan

- As of Executive Order 2020-110, the stay-at-home order is no longer in place. Libraries are now allowed to open as of June 8, 2020.

Guidance from the CDC, Governor's Office, MISOHA, and the Oakland County Health Department

- Closely following recommendations for safely reopening the library to staff and eventually to patrons
- Maintenance staff will be given the necessary disinfectants to keep the building as clean as possible, and Mike will be the point person on procedures, following the CDC and MIOSHA guidelines. They will also be wearing additional PPE when handling cleaning agents (such as face shields).
- In order to stay safe, employee requirements will include:
 - Daily screening questions for staff to report their own health to me using the Clear to Go app
 - Masks to be required (library provided or employee provided) – worn to cover nose and mouth
 - Gloves available (library provided) for tasks that need them, such as cleaning anything and handling returned library materials
 - Hand washing reminders frequently
 - Hand sanitizer available and encouraged
 - Reminders to not touch your face
 - Social distancing, which may require moving employee work areas to be further apart when working the same shift
- Required training from MiOSHA: <https://www.michigan.gov/leo/0,5863,7-336-100207---,00.html>

Staff Return to Work at OTPL (June 8, 2020)

- (June 6, 2020 – Summer Reading Program kicks off virtually!)
- June 8, 2020 – Maintenance staff return to clean the building
- June 9, 2020 – Department heads return to walk the building, paying attention to places where staff work, and make recommendations for needed accommodations to be safe. Other full-time staff may return this day as well.
- June 10, 2020 – most staff return on their new schedule, as set out by supervisors
- June 12, 2020 – shelvers return to start handling and reshelving returned materials
- During this time:
 - Return bins will be reopened for patron use once staff are back in the building
 - Additional return bins will be ordered to accommodate required quarantining of returned materials
 - Full bins of returned materials will be quarantined for a period of 24-72 hours (different recommendations on that at this time)
 - Once the quarantine has expired, staff will handle materials to check them and get them back on the shelves as usual

- Patrons will be alerted to the fact that items will not be checked in immediately due to the required quarantine period, so items will remain on patron records until checked in, but no fines will be assessed.
- Librarians will resume ordering materials and receiving shipments of materials and other items

Public Service Resumes at the Library building (estimated June 22, 2020)

- All returns MUST be put into a return bin – staff will not handle returned materials directly
- Patrons can place holds on our materials for pickup/delivery
- New service: Take and Make kits where patrons can pick up a kit of materials and then watch a video live or recorded on how to put it all together
- New service: Curbside pickup begins where patrons place holds on items in our Polaris catalog, staff collect the items and prepare them for curbside pickup and take materials out to patron cars for pickup
 - Patrons place holds on items in our Polaris catalog, or by calling/emailing staff
 - Initially allowing this service for most popular item types, ones that can be handled with a quarantine upon return:
 - Books
 - Movies
 - Audiobooks
 - Videogames
 - Music CDs
 - Staff collect the items and process them for curbside pickup
 - Use of notifications to communicate with the patron
 - Purchase new curbside pickup app for patrons to text with staff during pickup
 - Initially use of 5 handicapped spaces for pickup, staff utilizing the staff door for access
 - Purchase paper bags with handles to contain items and allow for contact-free delivery to the car
- New service: Home delivery for patrons that cannot take advantage of our curbside pickup service, which may evolve into a mail delivery service
 - Similar to curbside pickup process, except that staff will deliver the items to a patron's home, leaving items on a porch/outside a door for contact-free delivery
- New service: Virtual programming recorded and posted or scheduled
- MeLCat will slowly phase back in with delivery of materials and hold requests

Building Opens for Limited Patron Access (estimated July 20, 2020)

- Limited access initially – patrons make appointments for computer equipment access
 - Patron access limited to computers and equipment in adult services only (no materials)
 - Computers available but socially distanced equipment
 - 1 computer per “pod” so 6 computers available per appointment
 - 2 additional computers available in the makerspace for appointments
 - Printer, copier, scanner/fax available for use by appointment
 - Cash required for copier and fax
 - Credit card available for printer
 - Patrons call extension 545 to make an appointment, which are available Monday thru Thursday from 10a to 7:30p and Friday and Saturday from 10a to 3:30p with the appointments

lasting 45 minutes – staff schedule with 15 minutes in between to clean equipment between patrons

- When patrons arrive for appointments, must wear mask, use hand sanitizer, follow social distance requirements
 - One way in/one way out
 - Directional markers on the ground/carpet
 - Expectations on signage at the entrance
- Plexiglass barriers installed at public desks
 - Remote software available to assist patrons with computers while maintaining social distance
- Manage the number of people in the building – max of 8 computer appointments simultaneously
- Summer Reading prize pickup begins via curbside pickup – will begin Monday, July 27, 2020

Building Opens for Full Patron Access (estimated September 7, 2020)

- Social distancing measures fully implemented
- Additional safety precautions throughout the building
- Continue to manage the number of people in the building