

The background of the slide features a repeating pattern of stylized pine branches in a light gray color. The branches are detailed with many fine, parallel lines representing needles. They are scattered across the white background, with some appearing more prominently than others.

Plan to Reopen

Best Safety Practices

Lawrence Marble

Auburn Hills Public Library

Auburn Hills Public Library Reopening Plan

The following is the reopening plan approved by the Library Board (“Reopening Plan”). If an executive order is in effect, all elements of the executive order will be followed, and the executive order will control if there is a conflict. The Reopening Plan only applies if permitted by law or executive order. This Reopening Plan is not intended to supersede or change any Library employment policies.

Requirements during all stages.

- Per the CDC guidelines, patrons with an infectious illness such as the flu must not enter the Library until at least twenty-four (24) hours after they are free of fever of 100.4 degrees F, or signs of a fever without the use of fever-reducing medications.
- Patrons should not enter the Library with symptoms of an infectious disease.
- Public safety measures will be posted on the front entrance doors.
- Any requirements for staff safety precautions will be adopted and the staff will be informed.
- The Library Director shall determine the cleaning protocols for all stages.

Phase 1. Building Preparation-Closed to the Public

- Plexiglas shields will be in place at all Service Desks
- Hand sanitizer stations and disinfectant wipe tower will be put in place
- Floor decal signs in place reminding to distance from one another
- Public spaces will be reconfigured to allow for physical distancing.
- Public and staff areas will be cleaned routinely throughout the day
- Restrooms both staff and public will be cleaned daily.

Activities Permitted:

1. Limited staff may be allowed to work in the building with Library Director's approval.
2. Continue essential functions; payroll, pay invoices, collection development etc.

Social Distancing and Safety Protocols.

1. The Library Director will take steps to implement social distancing protocols.
2. The staff workspace shall be configured to maintain social distancing requirements.

Hours of Operation.

1. The Library will not have any public hours of operation.

Phase 2. Staff Preparation-Staff Return (June 8)

- All staff will be allowed in building until reopening to the public
- All staff will be required to wear mask when out in public areas
- Staff who have a fever of 100.4 degrees or higher will need to go home
- Staff hours may be reduced or changed depending on service hours and need.
- Only one staff member on service desks at one time once open to the public.
- Curbside service will be instituted and ready to roll out before the building is reopened
- Support Services staff will continue to empty book return using gloves
- Materials with protective covers will be disinfected with Clorox wipes
- Returned materials will be quarantined for a minimum of 72 hours before recirculating, based on current CDC guidelines for library materials.
- Pages will wear gloves to shelve materials as added precaution
- Staff will need to assist in cleaning/disinfecting throughout the day
- Volunteers and Friends of Library not allowed in building until open to public
- Precautions and changes to duties will be presented and discussed via virtual meetings.

Activities Permitted:

1. Updating collections.
2. Shelving books.
3. Answer phones and respond to patrons' reference questions.
4. Review upcoming programs that may need to be cancelled or modified.
5. Resume the interlibrary loan process (if practical or possible).
6. Assess whether the Library has adequate (Personal Protection Equipment).

Social Distancing and Safety Protocols.

1. The protocols for Stage 1 will remain in place.

Hours of Operation.

1. The Library will not have any public hours of operation.

Phase 3. Curbside Service (June 15)

- Building closed to the public
- Focus will be on safety for both staff and patrons
- Staff will collect and package materials in a safe manner
- Staff will wear PPE when delivering materials to pickup area
- Staff will deliver materials to a designated area with a drop off table
- Patrons will arrive at their scheduled time to pick up materials
- There will be no face to face interaction with public
- Returned materials will be required to go into outside drop box
- Returned materials will be quarantined for a minimum of 72 hours before recirculating, based on current CDC guidelines for library materials.

Employees.

1. All staff are permitted to return to work
2. PPE safety protocol in place: masks, gloves when needed.
3. Protocols will be followed according to the schedule adopted by the Library Director.

Activities Permitted.

1. Curbside delivery service
2. The Library Director will have established the protocols for returned material.
3. The Library will address any temporary measures involving fee forgiveness.

Social Distancing and Safety Protocols.

1. The protocols for Phase 1 will remain in place.
2. Patrons and staff shall remain six (6) feet apart during curbside pickup.
3. Patrons will be encouraged to wear a mask when engaging in curbside pickup.
4. The Library shall mark waiting areas for cars and other curbside pickup issues.

Hours of Operation.

1. Curbside pickup hours will be determined by the Library Director.

Phase 4: Grab and Go (To be determined)

- Curbside service will continue Monday- Saturday
- Limited patrons will be allowed in the building based on 25% occupancy limits determined by the Auburn Hills Fire Marshall.
- A greeter will be stationed in the entry hall to help promote social distancing
- Public will be required to wear mask based on the current order put in place by the City of Auburn Hills and Oakland County.
- Patrons will be encouraged to use self-check stations.
- Computers, printing, faxing or scanning services will not be available in this phase
- Quiet Reading room, study rooms and meeting rooms will be closed during this phase
- Seating will be blocked off to limit public time in building during this phase
- Book donations will not be accepted until further notice.

Employees.

1. PPE safety protocol remains in place: masks, gloves when needed, shields.

Activities Permitted.

1. Public bathrooms will be available for use
2. Water bottle filling station will be available for use

Social Distancing and Safety Protocols.

1. The protocols for the prior stages will remain in place.

Hours of Operation.

1. The Library Director will determine the hours of operation for a slow open.

Phase 5: Open to the Public with Conditions (To be determined)

- Curbside service will continue Monday- Saturday with limited hours
- Patrons will be allowed in the building and follow the current CDC social distancing guidelines.
- A staff member will be stationed in the entry hall to help promote social distancing
- Public will be required to wear mask based on the current order in place by the State of Michigan and Oakland County.
- Carts will be placed around the stacks for unwanted materials patrons may have touched
- Online library card application and issuing will continue and be encouraged.
- Meeting rooms will not be rented to the public until further notice.
- Meeting rooms may be used for small gatherings under 10 for the following internal meetings; Library Board, Historical Society and Friends of the Library but, will need to follow any social distancing guidelines.
- Study rooms will be limited to a maximum of two occupants at one time.
- All programming will continue online throughout the summer and into the fall.

Employees.

1. All staff are permitted to return to work.
2. PPE safety protocol remains in place: masks, gloves when needed, shields.

Activities Permitted.

1. Virtual programming allowed.
2. Limited computers will be open for public use.
3. All computer terminals will be located six (6) feet apart.
4. Scanning and faxing services will resume

Social Distancing and Safety Protocols.

1. The protocols for the prior stages will remain in place.

Hours of Operation.

1. The Library Director will determine the hours of operation for a slow open.

Phase 6: Full Service- Library Open for Regular Business (To be determined)

At this stage, the Library can reopen with the same services as normal. All Library service can resume without restrictions.