



Plan for Phased Library Services during COVID-19 Pandemic

Phase 1 – City Facilities Closed per Mayor’s Proclamation (3/16/20)

Library – Closed to all

Staff – Staff working from home

Circulation – Only ebooks/audiobooks

Programs – Only online

Returns – Exterior book drop open; cleared daily; materials go into quarantine

Phase 1.2 – Governor’s Proclamation & Mayor’s State of Emergency Order in effect (3/31/20)

Staff prep for return of services.

- *Check in all quarantined materials*
- *Answer phone & email messages*
- *Provide temporary digital cards*
- *Continue online programs*

Phase 2- Governor’s Proclamation lifted & Mayor’s State of Emergency Order in effect (5/1/20)

Library – Closed to public

Staff – Work at home and/or library with social distancing rules in effect

Circulation – Ebooks/audiobooks

Programs – Only Online

Returns – Only in Exterior Book Drop

Phase 3 – Governor’s Proclamation & Mayor’s State of Emergency Order lifted (5/19/20)

Library – Closed to public

Staff – Back to work at library with social distancing & safety guidelines in effect

Circulation – Ebooks and curbside

Programs – Only Online

Returns – Only in Exterior Book Drop

Phase 4 – Soft Open

Library – Open to public by partial capacity – high traffic areas disinfected frequently

Staff – Back to work at library with social distancing & safety guidelines in effect

Circulation – Ebooks, curbside, and in-library

Programs – Online and Take & Make

Returns – Only in Book Drops

Computers – Limited to 5 in use at any given time, disinfected between patrons; Children's AWE stations not available

Phase 5 – Open but restricted

Library – Open to public with possible capacity limits – high traffic areas disinfected hourly

Staff – Back to work at library with social distancing rules in effect

Circulation – Ebooks, curbside and in-library

Programs – Online and Take & Make, consider small, in-person programming by registration if space allows

Returns – Only in Book Drops

Computers – Limited to 5 in use at any given time, disinfected between patrons; Children's AWE stations not available

Phase 6 – New Normal

All services & programming is back to normal

Continue offering curbside pickup as requested by at-risk patrons