

Brownell Phased Reopening Plan - updated May 2021

Brownell Library has been working together with Municipal Administration staff and our Board of Library Trustees on a phased reopening plan. This plan will be based on the best professional practices and guidance from the Vermont Department of Health, the Agency of Commerce and Community Development, the CDC, the Institute of Museum and Library Services, and the Vermont Department of Libraries. Brownell is preparing a gradual reopening of the library with a phased plan that is already under way.

Library staff will be following strict guidelines from the State and municipal government to maintain a safe environment for all, including health checks before each shift, masking, greatly increased sanitizing of frequently touched surfaces, and keeping six feet away from patrons and other staff whenever possible.

As the presence of Covid-19 continues to lessen in the community, restrictions will be lessened accordingly, and may be impacted any time due to the availability of disinfecting supplies, personal protection equipment and available staffing. Should the virus strengthen, or circumstances in the community make it difficult to manage the current phase of service, we may step back to a previous phase of service. Keeping staff and the public safe will be the highest priority, which it always is at Brownell, but this time considering an invisible threat, and the many changes it has required in everyone's lives.

Reopening Phases for Brownell Library

PHASE ZERO- Physical Library building closed completely

Services: No physical lending. Wifi available for use on Library grounds. Limited phone and email reference. Online resources available. No interlibrary loan services.

Hours: Closed. Frontdesk emails and main phone voicemail monitored, M-F, 9am-5pm.

Staff: No staff working in the building. Staff may work from home, when possible.

Patrons: No patrons in the building.

Volunteers: Furloughed

Materials: No returns. Bookdrop locked. No overdue notices sent out. Physical items set to auto renew. Due dates adjusted for anticipated future date when staff can return and process returns.

Programs/Meetings: No in-house programs. Online programs and meetings only.

Facilities: KCR closed.

Signage: Closed signs at both entrances. Online resource signs at both entrances.

Book Donations: Not accepted.

PHASE ONE – Date to be Determined - ONLY Staff in the building - Curbside Service/Accepting book returns.

Health Officer: Mandate – All businesses must have a designated Health Officer for all shifts:
•responsible for ensuring compliance with the Executive Order and the Addenda thereto and applicable ACCD Guidance. •This person shall have the authority to stop or modify activities to ensure work conforms with the mandatory health and safety requirements.

Our Health Officer is the Director and in her absence the senior full time person for each shift.

Services: Curbside pick up. Limited phone and email reference. Soft rollout of ILL. No public computers. Online resources available. Wifi available for use on Library grounds. Kit programs possible.

Hours: Reduced hours to accommodate mitigation protocols and increased demand for time circulating materials, along with required staff resources to manage online programming.

Staff: Reduced staff returns to the building; must wear face masks and have access to gloves, soap and water. Must work at least 6 feet apart and follow set virus mitigation protocols. Other staff continue work to support library operations from home.

Patrons: No patrons allowed in building

Volunteers: Furloughed, except to directly support library pandemic operations within building capacity limits. No new volunteers will be permitted to alleviate proximity needs for training and orientation.

Materials: Open book drop and accept library material returns. Quarantine all returns for at least 72 hours, or adjusted for latest established science for virus mitigation. Staff gathers requested materials for curbside pick up. 3 week check-out for all material (except passes). Items that do not fit in book drop can be returned by making special arrangements with staff.

Programs/Meetings: No in-house programs or meetings. Online programs and meetings only.

Facilities: Cleaning of common areas and bathrooms sanitized after usage. Work spaces and high touch areas are cleaned before, midway, and at the end of the day. Periodic overnight fogging of the building and ozone cleaner in KCR/back vestibule. No public bathroom.

Signage: Signs on doors. Information sent out on social media, FPF, newsletter and our website.

Book Donations: Not accepted

PHASE 2 – Date to be determined – Open to the Public by Appointment to Essex residents only - Building capacity will be determined by state guidelines, and needed staffing.

Services: Library partially open by appointment for browsing. Curbside service continues, with hours to gather materials complementary to appointment hours. Curbside pickup hours remain the same. Patron run photocopying with correct denomination when disinfecting supplies are available. No change given.

Limited public computers will be made available in soft rollout when appointment system is running smoothly. Computers will be physically distanced. Direct computer assistance/support will not be available. Patrons must bring their library card to log into public computer time management software, and no guest passes will be given out.

Wireless printing will be made when details are sorted out to protect network. Correct denominations or by donation. No change given.

Hours: Curbside pickup hours will remain weekdays 10am-6pm. Staff will focus non-appointment time to collect materials from the stacks. Reduced hours will accommodate staff time needed in managing additional building cleaning and orienting the public to guidelines. Appointments will begin with up to 30 minute visits, and may be increased or decreased as needed. Time in between appointments will be reserved for cleaning of high contact surfaces.

All public seating removed to reduce lingering. Appointment times slots will be evaluated as system becomes established, and stand by service will be allowed for unfilled slots. Doors will remain locked to ensure patron limits and adherence to behavior guidelines.

Staff: Reduced staff on site following set virus mitigation protocols. Other staff continue work to support library operations from home to encourage physical distancing.

Patrons: Essex residents allowed by appointment. Homecard patrons and Non-resident patrons may use curbside pickup service. Circulation for patrons with appointments will be done by staff with mitigation protocols in place, or using self checkout station.

Volunteers: Furloughed, except to directly support library pandemic operations within building capacity limits. No new volunteers will be permitted to alleviate proximity needs for training and orientation.

Materials: Book drop open to accept all library material returns. Quarantine all returns for at least 72 hours, or adjusted for latest established science for virus mitigation. Staff gathers requested materials for curbside pick up, or assists with in house circulation for patrons with appointments. 3 week check-out for all material (except passes). Items that do not fit in book drop can be returned by making special arrangements with staff.

Programs/Meetings: No in-house programs or outside group meetings on site. Online programs continue. Select outdoor library programs will be tested once appointment system is running smoothly to determine best practices to enforce virus mitigation protocols and people management outside of building. Meetings for library specific business may be held indoors if space is available and appropriate virus mitigation protocols are followed.

Facilities: Plexiglass shields at both Main and Youth desks. Self checkout station encouraged. No restrooms open to the public. Increased overnight fogging of the building and ozone cleaner

in KCR/back vestibule. KCR will not be available for program or meeting use due to need for quarantining space.

Book Donations: Not accepted.

Signage: Signs on doors. Information sent out on social media, FPF, newsletter and our website. Tape or signs on floors in 6-foot intervals by circulation desk.

PHASE 3: Date to be determined - Increased services - Vermont Forward estimated July 4 reopening

Services: Library open with strict building capacity limits following state guidelines including physical distancing, masks for visitors and anyone in public spaces, and consideration of library space and staffing availability. Patron time allowed in building may be limited based on demand, supplies and staffing availability. Services will remain transactional and building will not be a gathering space. Curbside service continues. Curbside pickup hours remain the same. Curbside service may be relocated to return open entrance for patrons in need of ADA compliant access. Patron run photocopying with correct denomination when disinfecting supplies are available. No change given. Limited public computer availability. Very limited seating availability. Materials allowed for checkout and not in house use. Wireless printing available with correct change or donation. No change given.

Hours: Reduced hours continued to manage virus mitigation protocols with cleaning, orienting visitors, and managing curbside service. Browsing hours may include specific hours for unprotected populations who do not have access to vaccines.

Staff: Staffing will follow state and municipal guidelines to support pandemic library operations, with staff continuing to work from home to support library services and encourage physical distancing.

Patrons: Homecard patrons and Non-resident patrons may be considered depending on availability of library services in surrounding communities. Circulation will be done by staff with staff behind plexiglass in place, or using self checkout station.

Volunteers: Furloughed, except to directly support library pandemic operations within building capacity limits. No new Adult volunteers will be permitted to alleviate proximity needs for training and orientation. New youth volunteers will be permitted to assist with take home program kits.

Materials: Book drop open to accept all library material returns. Quarantine all returns for at least 72 hours, or adjusted for latest established science for virus mitigation and staff/community safety. Staff gathers requested materials for curbside pick up, or assists with in house circulation for patrons with appointments. 3 week check-out for all material (except passes). Items that do not fit in book drop can be returned by making special arrangements with staff.

Programs/Meetings: Online programs continue, and outdoor programs provided if possible.

Facilities: Plexiglass shields at Reference, Main and Youth desks. Self checkout station encouraged. Limited restrooms open to the public. Overnight fogging of the building and ozone cleaner in KCR/back vestibule continues. KCR will not be available for program or meeting use due to need for quarantining space and storage

Books Donations: Not accepted by staff.

Signage: Signs on doors. Information sent out on social media, FPF, newsletter and our website. Physical markings will continue to be in place to encourage physical distancing guidelines.

PHASE 4: Date to be determined – Regular Services Resume - Vaccines available to all ages and population has reached herd immunity

Services: Normal services resumed. All public access computers and printing available.

Hours: Regular hours

Staff: Regular staffing to manage regular library services,

Patrons: All are permitted to enter within fire code limitations.

Volunteers: Allowed to return, new volunteer applications accepted.

Materials: Normal check-outs/check-ins. Normal due dates for items. Overdue notices sent out. Curbside service discontinued and regular outreach services provided through senior bus delivery for those unable to enter building.

Programs/Meetings: Normal in-house programming. KCR scheduling resumes.

Facilities: Plexiglass removed from desks. Cleaning done by cleaning service. No restrictions on gathering-staff and community room open. Occasional fogging continues to mitigate germs and odors in public building.

Book Donations: 2 boxes, per person, per day accepted.

Signage: Awareness signs posted