Plan Objective and Purpose

This proposal outlines recommendations for the safe re-opening of the Calabasas Library after its COVID-19-related closure.

"The primary consideration in this plan is maintaining the safety of library patrons and staff while finding ways to provide necessary services that the library is uniquely positioned to perform. The most likely scenario may be a scaled reopening with an incremental easing of physical distancing measures." [1]

In Preparation for Re-Opening

1. Secure **protective gear** for Library staff working with the public (including masks, gloves, and aprons).
2. Secure an adequate amount of **hand sanitizers** and **disinfectant wipes** for Library staff. We also need an adequate amount of hand sanitizer and disinfectant wipes for Library patrons when we re-open.
3. Implement "improved hygiene procedures for cleaning and disinfecting common areas." [1]
   a. For example, Circulation and Reference areas; as well as study desks, public computers and OPACs, self-checkout machine, computer peripherals (mice, keyboards), and computer tables.
   b. Create a procedure with cleaning crew or building maintenance staff to sanitize outside of the front and back book drops on a regular basis.
   c. Create a "sanitizing checklist" or cleaning guide for cleaning staff, detailing specific areas that need to be cleaned.
4. **Install a Plexiglas "shield" at the Circulation Desk, to allow for a protective barrier between Library staff and patrons.**
5. Secure Library staffing by scheduling *(while using limited schedule availability)* part-time Library Circulation staff to shelve, process and sort received newspapers and magazines, call holds, and notify patrons that the Library is re-opening (provide tentative date). **Part-time staff hours will be staggered to continue to allow for social distancing.**
   a. Part-time Circulation staff should begin these re-opening procedures **at least one week before the Library re-opens** to the public.
6. Brief part-time Library staff on safe and healthy social distancing and sanitization guidelines as they apply to their work tasks and the Library work environment; as well as Library policy and procedure changes that will be in effect during the initial re-opening time period.
7. Plan to re-open the Library with **limited days and hours** (i.e., Tuesdays - Thursdays 11am to 6pm; Friday-Sunday 12pm to 5pm).

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[1] "A Phased Reopening Plan for Libraries as COVID 19 Restrictions Are Lifted." Thill, John. April 20, 2020. https://medium.com/@john.alan.thill/a-phased-reopening-plan-for-libraries-as-covid-19-restrictions-are-lifted-2d96885c0c1d. (Accessed April 21, 2020).

8. Prepare and post informative public health signage and fliers (i.e., related to social distancing measures and staying healthy during COVID-19 pandemic) from reputable sources (i.e., City of Calabasas, Center for Disease Control, Los Angeles Department of Public Health, and World Health Organization) in public rounders and at the Circulation Desk.
9. Prepare and post signage that if patrons are visibly sick, they should stay home and not visit the Library.
10. Coordinate a procedure to limit the number of patrons entering the Library during business hours.
11. Plan and post appropriate signage for Library materials to **not be returned at the Circulation Desk** during the library's initial re-opening period, to minimize physical contact between Circulation staff and patrons.
    a. Plan for additional book drop checks throughout the day because of this.
12. Re-arrange chairs in the Technology Room to allow for adequate social distancing.
    a. Allow for one computer chair per section, and no more than two per row of computers.
    b. Remove computer chairs that will not be used.
    c. Place "Out of Order" signs on computers not to be used. Leave those computers powered "off."
    d. Plan for shorter computer-use limits due to these restrictions.
    e. Provide disinfectant wipes in the room.
13. Remove chairs from public tables, study room, Children's Room, and Great Hall chairs to discourage loitering. At a later date allow not more than two per study table for adequate social distancing.
14. **Use 6-foot stickers on the Library floor for line spacing indicators at the Circulation Desk and self-checkout machine, as a visual reminder for social distancing.**
15. Determine whether the face covering requirement needs to be enforced for Library staff and patrons when we re-open; as well as procedures needed to enforce it. Provide face masks for public?
16. Determine whether Library browsing should be allowed for patrons, and if so if browsing time limits should be enforced.
17. Determine appropriate procedures for accepting fine and fee payments (unless we have system to accept fines and fees online) and giving change at the Circulation Desk (i.e., Circulation staff wearing gloves when accepting payments and giving change, accepting payments and giving change on trays).
18. Prepare and post signage and flyers (in Library and on Library's website) related to the new Library restrictions and short-term policy changes related to social distancing and sanitization measures.

During the Initial Stage of Re-Opening

1. Re-open the Library with **limited days and hours** (i.e., Tuesdays through Thursdays, 11am to 6pm; Friday-Sunday 12pm to 5pm).
2. Continue to routinely disinfect public surfaces in the Library.
3. Stagger part-time staff shift hours to continue social distancing.
4. Allow relevant staff to continue working remotely.
5. Require Library Circulation staff to wear gloves, face coverings, and aprons while checking book drops, checking in library materials, organizing book carts, and shelving book carts.
6. Require Library staff to wear gloves while assisting patrons.
7. Limit and monitor the number of patrons allowed inside the Library at a time (to allow for adequate social distancing).
8. Limit and monitor the number of patrons allowed at computer stations.
9. **Display line spacing indicators at the Circulation Desk and self-checkout machine areas for patrons waiting in line.**
10. **Encourage patrons to bring their library cards to increase usage of the Library's self- checkout machine.**
11. **Encourage patrons to return Library items in book drops, not at the Circulation Desk, to minimize physical contact between patrons and staff.** Assign Circulation staff to check the Library book drops more frequently due to Library materials not being returned at Circulation Desk.
12. **Offer hold pick-up appointments** to any patrons who may have concerns about entering the library to pick up holds.
13. **Close adult and children's reference desks and have reference staff member work from the circulation desk**.
14. Discourage members of the Friends of the Calabasas Library from volunteering.
15. Close main public restroom. Keep single use restroom in children's area open. Provide disinfectant wipes.
16. Cancel all live programming and continue online programming.

To Add to the Library's Website Prior to Re-Opening:

1. The Library is implementing several changes related to COVID-19 concerns and social distancing guidelines (limiting the number of patrons inside the Library, face covering requirement for patrons(?), study desk and Technology Room restrictions, line spacing indicators).
2. The Library will be re-opening with **limited days and hours** (i.e., Tuesdays - Thursdays, 11am to 6pm; Friday-Sundays 12pm to 5pm).
3. Patrons are encouraged to bring their physical or digital (in CloudLibrary app on smartphone) Library cards for use at the self-checkout machine. Library cards must be in good standing.
4. The Library is not accepting donations currently.
5. If the time limit for Internet computer-use is shortened (due to social distancing in the Technology Room), post that information online for patrons in prior to re-opening.