

FORT EDWARD FREE LIBRARY

Pandemic Emergency

STEP by STEP Reopening

(Updated June 1st, 2020)

***The Steps in this document are subject to change. Please note the date above for the most up-to-date information.)

Step 1: Staff Only - No public allowed in building

(To begin June 8, 2020 *Pending State and Local Plan Approval)

Following the guidance of SALS (the Southern Adirondack Library System), the precedence of member libraries, the Governor's Task Force, and Local Health Departments, the Library Director of the Fort Edward Free Library, in coordination with the Library Board, will determine the date that staff will report to the building and Step 1 of service will begin. During Step 1 staff will work a modified/reduced schedule with no more than 2 staff members in the building at one time.

While working in the building, staff will clean surfaces, establish a quarantine system for returns, answer calls and messages from the public, handle administrative tasks, reorganize furnishings, prepare the building for public access, and continue collection development and other training as to be determined by the Library Director. The Library Director and Board of Trustees must remain in frequent contact to establish the proper policies and procedures necessary for beginning Step 2 service.

PUBLIC SERVICES OFFERED DURING STEP 1:

- *Continue availability of e-resources and databases
- *Continuation of virtual programs and content
- *Telephone Reference Hours to be established
- *Material Returns Accepted

Step 2: Curbside Service - No public allowed in building.

(To begin 1 week after Step 1 dependent on proper PPE supplies and regional rate of infection)

Step 2 of library services will begin during week 2 of reopening dependent on the availability of proper PPE for staff, availability of sufficient cleaning supplies, as well as the recommendations or restrictions of the Governor's Task Force, State and Local Health Officials and the Southern Adirondack Library System.

The library will operate at modified hours during this time:

*Operating Hours to be determined and will be communicated with Public via Social Media, Village, Town, and School Websites, and the Fort Edward Free Library website (fortedward.sals.edu)

PUBLIC SERVICES OFFERED DURING STEP 2:

- *Continue availability of e-resources and databases
- *Continuation of virtual programs and content
- *Telephone Reference Hours
- *Material Returns Accepted
- *Limited ILL Services (determined by SALS and member libraries)
- *Curbside Pickup/Delivery Services of Ordered Materials

Step 3: Open to Public, Limited - Public allowed in circulation level of building only

Step 3 of library services will begin during week 4 of reopening dependent on the availability of proper PPE for staff, availability of sufficient cleaning supplies, as well as the recommendations or restrictions of the Governor's Task Force, State and Local Health Officials and the Southern Adirondack Library System.

The Library will continue to operate under modified hours to be determined by community need and time needed for extra cleaning and safety procedures. Any change in hours will be communicated through local news sources, social media, and the library's website.

PUBLIC SERVICES OFFERED DURING STEP 3:

- *Continue availability of e-resources and databases
- *Continuation of virtual programs and content
- *Telephone Reference Hours
- *Material Returns Accepted
- *ILL Services (determined by SALS and member libraries)
- *Curbside Pickup/Delivery Services of Ordered Materials
- *Limited building access (Circulation Only)
- *Limited computer access (1 Public Computer by appointment only)
- *Faxing/Copying/Printing
- *Public Restroom Access

Step 4: Open to Public with Precautions - Library open to public with precautions in place.

Step 4 of library services will begin during week 6 of reopening dependent on the availability of proper PPE for staff, availability of sufficient cleaning supplies, as well as the recommendations or restrictions of the Governor's Task Force, State and Local Health Officials and the Southern Adirondack Library System.

Modified operating hours and staff schedules may still be necessary. Any change in hours will be communicated through local news sources, social media, and the library's website.

PUBLIC SERVICES OFFERED DURING STEP 4:

- *Continue availability of e-resources and databases
- *Continuation of virtual programs and content
- *Telephone Reference Hours
- *Material Returns Accepted
- *ILL Services (determined by SALS and member libraries)
- *Curbside Pickup/Delivery Services of Ordered Materials
- *Building access (With Social Distancing Measures and Capacity Limits)
- *Computer access (With Social Distancing Measures and Time Limits)
- *Faxing/Copying/Printing
- *Public Restroom Access
- *Meeting Room Available by Appointment (Social Distancing Measures in Place)

*Additional Services and/or Restrictions dependent on best recommendations of Federal, State, and Local Health Departments

Level 5: Normal Operations - all normal operations resume

(Date to be determined)

*All plans are dependent on adequate supplies, PPE, and staffing capabilities as well as State and Local Health requirements and recommendations.

A cleaning/disinfecting schedule will be in place and logged.

A daily health and wellness check will be in place and logged for all staff.

Please see additional documents:

Pandemic Emergency Safety Policy - Pandemic Emergency Code of Conduct - Pandemic Emergency Guidelines for Curbside/Delivery Service - Pandemic Emergency Materials Handling Policy

ADA: In the event, any safety requirement is not practicable on the basis of a disability, please contact the Library Director to explore a reasonable accommodation.

Code of Conduct: Adherence to these practices shall be enforced as a requirement of the Library's Code of Conduct until such time as this temporary policy is revoked.

*Advancement of each stage will have a 2-week lag and will be dependent on State and Local Guidelines and Restrictions. Libraries may be required to move back a stage or more depending on State and Local developments.

*This is a living document and will be updated regularly as more guidance becomes available. *