**MARION PUBLIC LIBRARY REOPENING PLAN**

**Step 1: Staff Returns to Library**

*Library remains closed to the public, but staff can report to work inside the building with modified schedule (approx mid June, 2020, with the Governor’s Phase Three)*

* Community room remains closed to public.
* Children’s play area will remain closed and toys will remain put away.
* Furniture in the public area of the library will also be removed/rearranged to enforce social distancing.
* All NYS Executive Orders will be followed regarding percentage of workers allowed per shift. Staff who is producing digital content and performing other tasks that do not require being in the library building will continue to work from home.
* Any staff member entering the building is required to wear a mask/face covering and to disinfect everything they have touched prior to leaving the building. Staff will also regularly wash their hands according to CDC guidelines.
* The library will provide masks/face coverings and gloves for staff to use when handling returned library materials.
* Staff will receive training on PPE use, disinfecting practices, operational changes, and new/updated library policies.
* Work spaces will be reorganized to allow social distancing measures to be enforced (6 feet apart).
* A Materials Quarantine area will be set up in the community room in anticipation of receiving returned materials in the community room. Staff will be trained in new check in procedures to quarantine items for a minimum of 72 hours before handling them
* Book drop may be reopened at this time at the discretion of the library manager and the advice of PLS.
* Wifi will remain on to allow patrons to use the internet from their cars.
* Staff will continue to offer full virtual services including programs.

Duration: Minimum 2 weeks

**Step 2: Modified/Limited Services to the Public**

*Library reopens for pick-up only (approximately end of June/early July with Governor’s Phase Four)*

* Library will offer call-ahead pick up for Marion Library owned materials only through either curbside and/or back entrance pick up.
* Staff will be required to wear a mask or face covering, as well as gloves when handling library items, money, etc per NYS Executive order 202.17.
* Staff will disinfect everything they touch throughout their shift and before leaving the building.
* Members of the public will be required to wear a mask or face covering when using the library until the NYS Executive order 202.17 is lifted.
* Pick up appointments will strongly be encouraged to avoid lines and crowds.
* Holds will have to be placed over the phone until PLS releases the ability for the public to place holds. When PLS does allow online holds, this ability will remain Marion owned items only as there will be no system delivery service.
* Public computer use will not be allowed at this time, but our wifi will remain on so that patrons can use the internet from their cars.
* The summer reading program will be run entirely online, including reading incentive tracking and programs.
* Copy and fax services will resume by appointment.

Duration: Minimum 2 weeks

**Step 3: Slowly Increase Services to the Public**

*Library will open to the public but services will continue to be limited for social distancing and staff safety (approximately late July-early August)*

* We will limit number of people in library.
* Staff will be required to wear a mask or face covering, as well as gloves when handling library items, money, etc per NYS Executive order 202.17.
* Members of the public will be required to wear a mask or face covering when using the library until the NYS Executive order 202.17 is lifted.
* Staff will disinfect everything they touch throughout their shift and before leaving the building.
* Holds will have to be placed online or over the phone. Holds will be for Marion owned items only as there will be no system delivery service.
* PLS will determine if limited delivery between libraries is permitted or not.
* Contactless will continue at our discretion.
* Public computers will be spaced at 6 feet apart, available by appointment and disinfected after each use.
* Copier may be used by the public and disinfected after each use.
* Programs will continue to be offered virtually, not in person.
* Summer Program kits will be put together by staff and can be picked up by patrons so that they have the supplies needed for virtual craft programs.

Duration: Unknown

**Step 4: Return to Full Services**

*(timeline unknown)*

* When it is deemed safe to have public gatherings once more, and/or a vaccine has become available to the public, library programs may resume in person at the discretion of the library manager, library board, and library staff based upon the recommendations of the state, county, and PLS.