

## **PHASED REOPENING PLAN FOR BLACK CREEK VILLAGE LIBRARY**

**Phase I** - Under Phase I the library is closed to the public. Only essential minimum staff will be allowed in the building for basic operations. Library staff will work remotely and will engage in online and virtual services. The book drop will remain open, following designated quarantine procedures. The library will offer Wi-Fi service in the parking lot.

**Phase II** - Under Phase II the library will remain closed to the public, however staff will be allowed in the building to offer curbside services while safely physically distancing. The book drop will remain open, following designated quarantine procedures. The library will offer Wi-Fi service in the parking lot.

**Phase III**- Under Phase III the library will partially reopen. The library will be open for 30-minute appointments, for browsing and computer use, with a maximum of 5 patrons in the library at one time. The library will have limited hours for the public to enter: M-F, 9-7pm, Friday 9-4pm and Saturday 9-12pm. The library will continue curbside services for those wishing to physically distance. Patrons will be encouraged to send only one member of their family to the library. The library will continue virtual only programming and will have no in-person events. A majority of library furniture will be removed including all youth area play equipment, craft supplies, puzzles, etc. In-person library assistance will be limited to adhere to physical distancing practices. The library will sanitize high touch areas based on CDC recommendations and will clean equipment and materials as supplies allow. Public computers and copier/fax machine will be sanitized after each use. Staff members will wear masks anytime there is public in the library. The library will require mask use for anyone entering the library and will provide masks as supplies allow. The library will offer drop sites around the building for used materials or equipment, which will need to be sanitized. The library will continue to offer Wi-Fi service in the parking lot. The book drop will remain open, following designated quarantine procedures. Other restrictions during this phase include, but are not limited to:

- 2 computers in use at any one time to allow for social distancing-priority will be given to users needing a computer for work, applications, benefits, etc. over leisure activities.
- No patrons under 15 unaccompanied by an adult
- No public use of water fountain
- No shared phone handset or computer workstation use between staff or patrons without prior sanitation.

**Phase IV-** Under Phase IV the library will open with best practices. The library will follow CDC recommendations, state or county orders, and based on staffing levels will either expand appointments or base admittance on capacity as determined by square footage. Curbside service will continue. Patrons and staff must continue to adhere to physical distancing guidelines. A majority of library furniture will continue to be removed including all youth area play equipment. In-person library assistance will be limited to adhere to physical distancing practices. The book drop will remain open, following designated quarantine procedures. The library will sanitize high touch areas based on CDC recommendations and will offer sanitizer and wipes to the public and clean equipment and materials as supplies allow. The library will offer drop sites around the building for used materials or equipment, which need to be cleaned. The library will continue to offer Wi-Fi service in the parking lot as available.

**Phase V-** Under Phase VI the library will reopen with normal practices and services with the exception of any specific guidelines issued by Wisconsin DHS.