

Library Re-Opening Plan

Following Governor Burgum's Declaration of a State of Emergency on March 13, 2020 and Mayor Brown's Declaration of Public Health Emergency on March 16, 2020 due to the COVID-19 pandemic, the Grand Forks Public Library closed to the public beginning March 17, 2020. The library closed in an effort to do our part in keeping our community safe and slowing the spread of COVID-19.

The Library Board and/or Director will consider the following when determining moving from one phase to another in the library re-opening plan:

1. The Governor's State of Emergency has been lifted and the Governor has approved statewide re-opening of all businesses
2. The Mayor's Public Health Emergency has been lifted and the Mayor approves local re-opening of all businesses
3. City and County offices are reopened.
4. There has been a sustained reduction in new COVID-19 cases within the community for at least 14 days.
5. The healthcare system has the capacity to withstand a moderate outbreak.
6. The library has access to the necessary materials to maintain high hygiene standards.
7. The library has access to enough staffing to run all of its core operations

In order to re-open the library in a safe and efficient manner, a phased re-opening is planned. 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.

At any point, the Library can move forward and back between phases of the plan as warranted.

In all phases of the re-opening plan, the Library will implement the following:

1. Thorough and frequent hygiene procedures for cleaning and disinfecting common areas, including self-checkout machines, handrails, keyboards, etc.
2. Staff required (encouraged in later phases) to wear protective gear such as masks and gloves while administering public services
3. Continuing to allow teleworking where it makes sense from an operational standpoint, especially for at-risk employees.
4. Offer designated service hours for vulnerable populations to use the library

	Health Emergency Shelter in Place	Phase 1 SD<10 People	Phase 2 SD<30 People	Phase 3 SD<50 People	Phase 4 No Restrictions
Library Building	Closed	Closed to the public	Open with <30 allowed Vulnerable user hours offered	Open with <50 allowed Vulnerable user hours offered	Open Vulnerable user hours offered
Library Staff	Staff work from home Essential staff in- house for critical tasks	Staff work in shifts Strong social distancing Staff wearing PPE Vulnerable staff work from home	Staff work in shifts Strong social distancing Staff wearing PPE Vulnerable staff work from home	Normal staffing with emphasis on hygiene Staff PPE encouraged Vulnerable staff work from home	Normal staffing with emphasis on hygiene Staff PPE encouraged
Hours of Operation	Closed	Limited hours for holds pickup Mon/Weds/Fri 11-1 and 4-6	Business Hours 9-6 M-F; open to the public by appointment Continue offering vulnerable user hours	Regular hours; open to the public Continue offering vulnerable user hours	Regular hours Continue offering vulnerable user hours
Materials	Online only	Online encouraged Curbside holds pickup Stacks closed	Online encouraged Stacks Closed Curbside holds pickup	Online encouraged Stacks open	Online available Stacks open
Holds	E-resources only	Curbside pickup of holds during limited hours	Self-pickup of holds Curbside pickup of holds during limited hours	Self-pickup of holds Curbside pickup of holds during limited hours	Normal pickup Curbside continues
Checkouts	E-resources only	Curbside pickup of holds during limited hours	Self-checkout only (machines sanitized after each use) Staff PPE and social distancing	Self-checkout encouraged (machines sanitized after each use) Staff PPE and social distancing	Normal checkouts Staff PPE encouraged Checkout machines sanitized hourly
Returns	Book drops closed No returns accepted Due dates extended Late fees waived	Book drops open Returns accepted Staff wear gloves when handling returns Returns quarantined 72 hours Due dates extended Late fees waived	Book drops open Returns accepted Staff wear gloves when handling returns Returns quarantined 72 hours Due dates reinstated Late fees waived	Book drops open Returns accepted Staff wear gloves when handling returns Returns quarantined 72 hours Due dates reinstated Late fees reinstated	Normal Staff may wear gloves when handling returns

Meeting Room Use	None	None	None	Limited	Limited
Services Offered	Online resources E-mail communication	Online resources Phone and e-mail communication	Online resources Fax/copy by appointment Phone and e-mail communication	All services No newspapers, magazines, toys, puzzles, games, puppets, legos, etc	All services and most materials Gradually reintroduce newspapers, magazines, toys, puppets, legos, games, etc
Internet	Library Wi-Fi 24/7	Library Wi-Fi 24/7	Library Wi-Fi 24/7 Three computers for limited use by appointment Sanitize after each use Hand sanitizer for patrons	Library Wi-Fi 24/7 Physically distanced computers (alternate) Sanitize after each use Hand sanitizer for patrons	Library Wi-Fi 24/7 Computers open Sanitize daily Hand sanitizer for patrons
Tech Help	None	Via phone or email	With strong social distancing and/or via phone	With strong social distancing	Normal with staff PPE recommended
Programs Offered	Virtual only	Virtual only	Virtual continue Limited in-person programs (esp job-related) with strong social distancing Make and take materials	Virtual continue Limited in-person programs (esp job-related) with strong social distancing Make and take materials	Normal programs, beginning with small groups pre-registering and practicing moderate social distancing
Outreach	Online only	Online only	Limited to <10 people With social distancing	Limited to <30 people With social distancing Materials drop off	Normal
Materials Purchasing	Primarily e-resources High-demand physical new releases No music CDs	Increase physical purchases Continue e-resources No music CDs	Increase physical purchases Continue e-resources No music CDs	Normal purchasing	Normal purchasing
Materials Processing	Extremely limited	Begin catch up on backlog	Normal	Normal	Normal
FOL Donations	Not accepted	Not accepted	Not Accepted	Accepted on certain days by appointment with 72 hour quarantine	Accepted Donations of >1 box by appointment only