



Hamburg Public Library Reopening Plan

Background Information:

New York State Reopening Plan

New York Forward

Governor Andrew Cuomo of the State of New York has developed *New York Forward: a Guide to Reopening New York & Building Back Better* as a plan which focuses on getting people back to work and easing social isolation, without triggering renewed spread of the Coronavirus (COVID-19). He has indicated New York will reopen on a regional basis as each region meets the criteria necessary to protect public health. A *New York Forward* Reopening Advisory Board has been created with representatives from Western New York.

Once the criteria has been met regionally, businesses may be able to open following the strategies as determined by the State of New York as set forth below:

1. **Centers for Disease Control and Prevention (CDC) Guidelines:** Based on CDC recommendations, regions must experience a 14-day decline in hospitalizations and deaths on a 3-day rolling average. Regions with few COVID cases cannot exceed 15 new total cases or 5 new deaths on a 3-day rolling average. A region must have fewer than 2 new COVID patients admitted per 100,000 residents per day.
2. **Phasing Strategy in Accordance with the Governor of the State of New York (5/4/2020):**
 - **Phase One:** Construction, manufacturing and wholesale supply chain, select retail using curbside pickup only;
 - **Phase Two:** Professional services, finance and insurance, retail, administrative support, real estate and rental leasing;
 - **Phase Three:** Restaurants and food service, hotels and accommodations;
 - **Phase Four:** Arts, entertainment and recreation, education.
3. **"Business Precautions" per New York State as of 5/4/2020:**

Each business and industry must have a plan to protect employees and consumers, make the physical work space safer and implement processes that lower risk of infection in the business



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- Adjust workplace hours and shift design as necessary to reduce density in the workplace;
- Enact social distancing protocols;
- Restrict non-essential travel for employees;
- Require all employees and customers to wear masks if in frequent contact with others;
- Implement strict cleaning and sanitation standards;
- Enact a continuous health screening process for individuals to enter the workplace;
- Continue tracing, tracking and reporting of cases; and
- Develop liability processes.

Other Considerations

Western New York, per Governor Andrew Cuomo, entered Phase I of *New York Forward*, on 5/19/2020.

In addition, it must be noted that a multitude of studies have been released in an effort to provide guidance for reopening based on “science-driven data.” On April 18, the Johns Hopkins Center for Health Security issued a report offering science-based guidance for state officials including governors on how to safely re-open communities. The report offered a risk assessment for various types of businesses and public spaces, with advice on how to best ease out of social distancing without creating a spike in coronavirus cases. The April 18th report listed libraries as a “low risk” entity for the spread of the coronavirus. This report was amended on April 20th, stating that “libraries that incorporate social activities or community gatherings into their services should refer to the ‘community centers’ category” which subsequently changed the risk-factor to moderate.

All collective bargaining agreements will need to be strictly observed and adhered to.

Guidelines for Reopening

Pre-opening Planning:

The first priority toward reopening is the health and safety of staff and patrons.

The Hamburg Public Library will:

- Follow guidelines as set forth in New York State’s *New York Forward* plan;
- Develop Business Reopening Safety Plan;



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- Make available (post) for public and staff;
- Follow additional/supplemental guidelines, beyond New York State as set forth by the County of Erie;
- Follow additional/supplemental guidelines, beyond New York State and the County of Erie, as set forth by local municipalities where applicable;
- Develop a plan for staged reopening in accordance with Federal, State, County and local guidelines;
- Following screening and reporting protocols as set forth in the B&ECPL's *Personnel Policies and Procedures: Protective Measures to Reduce Risk of Exposure to COVID-19*;
- Follow *Handling Materials During COVID-19* (effective 5/13/2020) as set forth by the B&ECPL System; and
- Follow public computer guidelines set forth by the B&ECPL System.

The B&ECPL System will provide the following to all B&ECPL and Contracting Libraries prior to reopening:

- Hand sanitizer;
- Tissues;
- Disposable gloves for employees;
- Disposable masks for employees;
- Reusable masks for employees;
- Reusable face shields – priority for employees working with the public;
- Cashier-style protective shields for public service desks – up to 4 per library*;
- Touchless thermometers;
- Health screening questionnaires and privacy notices for employees;
- Social distancing floor signage;
- Social distancing “Enforced Here” signage;
- “Masks required upon entry” signage; and
- Cleaning/sanitizing products in accordance with recommended CDC standards.
- *Consideration for the System to purchase additional panels will be made on a case-by-case basis.

A staged approach for returning staff to onsite work and for reopening library operations to the public is highly recommended.



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Stages of Reopening

- **STAGE I (25% - 50% staff)**

Western New York, per Governor Andrew Cuomo, may enter Phase I of *New York Forward*, effective **5/19/2020**. Per the State of New York, a maximum 50% workforce restriction is in place.

Per Erie County Executive Mark Poloncarz, 5/19/2020, B&ECPL libraries, those that are municipal libraries, may begin to return staff to work in preparation of reopening to the public. Municipal libraries are asked to consider walk-up/curbside pickup. Determination to participate in such service is at the discretion of the Hamburg Public Library Board of Trustees.

During STAGE I, physical libraries may remain closed to the public. Libraries may provide walk-up/curbside services (See STAGE I WALK-UP and CURBSIDE SERVICE). Upon approval by the Board of Trustees, the Hamburg Library will provide Curbside Service. The Lake Shore Branch will not.

- **STAGE I Building Preparation:**

- ✓ Thoroughly clean building with hospital grade disinfectant cleaners – including all surfaces, door handles, restrooms, telephones, copy machines, computers, printers, etc.;
- ✓ Develop procedures for continued disinfectant cleaning;
- ✓ Confirm supply of cleaning/disinfecting products, hand sanitizer, tissues, gloves, masks, face shields for employee use;
- ✓ Install cashier-style protection shields at public service desk (Lake Shore Branch);
- ✓ Denote proper social distancing using System-provided floor and other signage denoting social distancing will be enforced in both public and staff areas;
- ✓ Remove chairs, block off areas where social gathering typically occurs, arrange seating and computer access to employ social distancing;
- ✓ Remove all toys/games/puzzles OR remove all stuffed animals and any toys/games/puzzles that cannot be cleaned using disinfectant cleaners;
- ✓ Confirm supply of hand sanitizer and tissues for public and staff areas;
- ✓ Review/implement cleaning/disinfecting protocols; and
- ✓ Other as determined required by State, County and local mandates.



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- **STAGE I Operational Preparation:**

- ✓ Develop *Business Reopening Safety Plan*;
- ✓ Determine if library can provide walk-up/curbside operations (if yes, see also WALK-UP and CURBSIDE SERVICE);
- ✓ Review employee schedules:
 - Determine shift design;
 - Determine work location – remain at home/return to library;
 - Full time and RPT staff will be scheduled over a one (1) week period. A pre-opening schedule has been developed in preparation for reopening.
Note: if more time is needed, then additional weeks will be added.
 - In addition, staff may need reorientation and training to familiarize themselves with current and new procedures. (ie using the online catalog (Sirsi), processing of materials, library policies, library card registration, the use of Personal Protective Equipment (PPE), etc.)
 - During this week, Director Hoth will inquire if and what areas staff is deficient in and address those areas. He will also provide guidance on new procedures related to Covid-19.
 - A reorientation/training session will be scheduled following social distance protocols.
- ✓ Develop/determine/modify work processes to meet required social distancing guidelines;
- ✓ Review/implement health screening processes for employees per *Personnel Policies and Procedures: Protective Measures to Reduce Risk of Exposure to COVID-19*;
- ✓ Review/implement *Handling Materials During COVID-19 (effective 5/13/2020)*;
- ✓ Begin materials ordering;
- ✓ Delivery of supplies/materials will resume at the System level;
- ✓ Inform staff of requirements to operate businesses under *New York Forward*;
- ✓ Post and inform staff of *Business Reopening Safety Plan*;
- ✓ Inform staff of schedules, work location, new workflows (if applicable); and
- ✓ Follow all State, County, local COVID-19 guidelines pertaining to employee health and safety.



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- **STAGE I WALK-UP and CURBSIDE SERVICE:**

- *Curbside service will begin at the Hamburg Library on Monday, 6/8/2020.*
- *Curbside service will be held at the Lake Shore Branch on Tuesday, 6/30/2020 and 7/2/2020 for patrons to pick up their Holds.*
- ✓ The Hamburg Public Library:
 - Must inform the System of the intent to provide curbside operations;
 - Must update their respective portion of the B&ECPL website and open/closed calendar to denote hours of operation for CURBSIDE SERVICE;
 - Must follow guidelines as set forth by B&ECPL regarding processes associated with CURBSIDE SERVICE (see attached);
 - Must follow *Handling Materials During COVID-19 (effective 5/13/2020)* as set forth by B&ECPL; and
 - Must follow all State, County and local COVID-19 guidelines pertaining to employee health and safety.

2. STAGE II (Recommend 50% staff)

In STAGE II, physical libraries are open to the public – for limited services (see Operational Preparation). This stage should occur only when allowable by *New York Forward* and the County of Erie.

The System will continue to monitor *New York Forward* requirements, seek guidance and authorization from the Erie County Executive and report results to Contract Library Directors.

The Hamburg Library will resume onsite operations and open with modified hours, with limited services to begin on 6/22/2020. Due to the ongoing HVAC project at the Lake Shore Branch, onsite operations with current hours is anticipated to begin on 7/27/2020 (subject to change depending on the delivery of remaining equipment and installation thereof).



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- **STAGE II Building Preparation:**

- ✓ See STAGE I

- **STAGE II Operations and Operational Preparation:**

- ✓ See STAGE I;
- ✓ Determine hours of operation;
- ✓ Transactional services begin, i.e. circulating materials;
- ✓ Public access computers/laptops open (limited) - social distancing and cleaning after every use required;
- ✓ Meeting room use restricted to limitations as set forth by State and County officials;
- ✓ No programs scheduled;
- ✓ No group gathering;
- ✓ Review employee schedules:
 - Determine shift design;
 - Determine work location – remain at home/return to library;
 - Develop/determine/modify work processes to meet required social distancing guidelines;
- ✓ Review/implement health screening processes for employees per *Personnel Policies and Procedures: Protective Measures to Reduce Risk of Exposure to COVID-19*;
- ✓ Review/implement *Handling Materials During COVID-19 (effective 5/13/2020)*;
- ✓ Review/implement building clean/disinfecting protocols in public areas;
- ✓ Begin materials ordering;
- ✓ Inform staff of requirements to operate businesses under *New York Forward*;
 - Post and inform staff of *Business Reopening Safety Plan*; and
- ✓ Inform staff of schedules, work location, new workflows (if applicable).

3. STAGE III (75% staff)

In STAGE III, physical libraries are open to the public – library services expand beyond transactional. This stage should occur only when allowable by *New York Forward* and the County of Erie.



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The Hamburg and Lake Shore libraries will enter STAGE III following Western New York moving to PHASE III of New York Forward.

- **STAGE III Building Preparation:**

- ✓ See STAGE I

- **STAGE III Operations:**

- ✓ See STAGE I and STAGE II;
- ✓ Hours of operation reinstated to meet New York State Minimum Standards for Public Libraries**;
- ✓ Reinstatement meeting room use***;
- ✓ Reinstatement programs/programming***;
- ✓ Reinstatement gathering***; and
- ✓ Reinstatement outreach***.

** System should be notified if library is unable to meet New York State Minimum Standards for Public Libraries.

*** Operation may occur pursuant to any social distancing and/or gathering restrictions as set forth by New York State and the County of Erie.

4. STAGE IV (100% staffing reinstated within budgetary limits)

In STAGE IV, physical libraries are open to the public – unrestricted library services reinstated.

Additional Information

Prior to the reopening date, Director Hoth will craft a letter to The Hamburg Sun thanking the community for their patience and understanding and outlining details for when both libraries will reopen. This letter will also be posted to both homepages, social media, and sent to our partners and public officials. Director Hoth will inform Supervisor James Shaw and Councilperson Karen Hoak who is the Library Liaison as to the reopening date.

The Hamburg Public Library will reopen in two (2) phases with the Hamburg Library reopening first and Lake Shore Branch reopening at a later date (*see above*). Subject to Board



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approval, the Hamburg Library will reopen with modified operating hours from 55 to 40 hours weekly.

Individuals with Covid-19 Symptoms:

CDC guidelines on "Cleaning and Disinfecting Your Facility"

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>.

If someone is suspected or confirmed to have COVID-19 infection are as follows:

- Close off areas used by the person who is sick.
 - Responsible Parties do not necessarily need to close operations, if they can close off the affected areas.
- Open outside doors and windows to increase air circulation in the area, if feasible.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, and shared equipment.
- Once the area has been appropriately disinfected, it can be opened for use.
 - Employees without close contact with the person who is sick can return to the work area immediately after disinfection.
 - Per CDC's "Evaluating and Testing Persons for Coronavirus Disease 2019 (COVID-19)," <https://www.cdc.gov/coronavirus/2019-ncov/hcp/clinical-criteria.html> considerations when assessing close contact include the duration of exposure (e.g. longer exposure time likely increases exposure risk) and the clinical symptoms of the person with COVID-19 (e.g. coughing likely increases exposure risk as does exposure to a severely ill patient).
 - If more than seven days have passed since the person who is sick visited or used the work location, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.
- CDC guidelines on "Cleaning and Disinfecting Your Facility" (see above) if someone is suspected or confirmed to have COVID-19 infection are as follows:
- Responsible Parties should prepare a plan for receipt of returned items, or modify policies to ensure safety of employees and patrons.
- For activities involving the handling of shared objects (e.g. cash registers), areas (e.g. pick-up area), and/or surfaces (e.g. doors), Responsible Parties must ensure that such areas and objects are cleaned daily, at a minimum.
- Responsible Parties must prohibit shared food and beverages (e.g. buffet style meals), encourage bringing lunch from home, and reserve adequate space for employees to observe social distancing while eating meals.



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Sean McSkimming, our full time caretaker will be scheduled and compensated based on language in the CMU Collective Bargaining Agreement.

Privacy laws MUST be maintained.

Review/Implement Health Screening Processes for Employees and Visitors:

- Responsible Parties must implement mandatory daily health screening practices.
 - Screening practices may be performed remotely (e.g. by telephone or electronic survey), before the employee reports to the work location, to the extent possible; or may be performed on site.
 - Screening should be coordinated to prevent employees from intermingling in close contact with each other prior to completion of the screening.
 - At a minimum, screening should be required of all workers (but not patrons) and completed using a questionnaire that determines whether the worker has:
 - a) knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19,
 - b) tested positive for COVID-19 in the past 14 days, or
 - c) has experienced any symptoms of COVID-19 in the past 14 days.
- According to CDC guidance on “Symptoms of Coronavirus,” the term “symptomatic” includes employees who have the following symptoms or combinations of symptoms: fever, cough, shortness of breath, or at least two of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.
- Responsible Parties should require employees to immediately disclose if and when their responses to any of the aforementioned questions changes, such as if they begin to experience symptoms, including during or outside of work hours.
- Daily temperature checks may also be conducted per Equal Employment Opportunity Commission or DOH guidelines. Responsible Parties are prohibited from keeping records of employee health data (e.g. temperature data).
- Responsible Parties must ensure that any personnel performing screening activities, including temperature checks, are appropriately protected from exposure to potentially infectious employees or visitors entering the work location.
- Screeners should be provided and use PPE, including at a minimum, a face mask, and may include gloves, a gown, and/or a face shield.
- An employee who screens positive for COVID-19 symptoms should not be allowed to enter the worksite and should be sent home with instructions to contact their healthcare provider for assessment and testing. Responsible parties must immediately notify the

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local health department and DOH about the suspected case. Responsible parties should provide the employee with information on healthcare and testing resources.

- An employee who has responded that they have had close contact with a person who is confirmed or suspected for COVID-19 may not be allowed to enter the work location without abiding by the precautions outlined below and the Responsible Parties has documented the employee's adherence to those precautions.
- Responsible Parties must review all employee and visitor responses collected by the screening process on a daily basis and maintain a record of such review. Responsible Parties must also identify a contact as the party for employees to inform if they later are experiencing COVID-19-related symptoms, as noted in the questionnaire.
- The director is designated the site safety monitor whose responsibilities include continuous compliance with all aspects of the site safety plan.
- To the extent possible, Responsible Parties should maintain a log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means. Log should contain contact information, such that all contacts may be identified, traced and notified in the event an employee is diagnosed with COVID-19. Responsible Parties must cooperate with local health department contact tracing efforts.
- Responsible parties cannot mandate that patrons complete a health screen or provide contact information but may encourage patrons to do so. Responsible Parties may provide an option for patrons to provide contact information so they can be logged and contacted for contact tracing, if necessary.
- Employers and employees should take the following actions related to COVID-19 symptoms and contact:
 - If an employee has COVID-19 symptoms AND EITHER tests positive for COVID-19 OR did not receive a test, the employee may only return to work after completing a 14-day self-quarantine. If an employee is critical to the operation or safety of a facility, the Responsible Parties may consult their local health department and the most up-to-date CDC and DOH standards on the minimum number of days to quarantine before an employee is safely able to return to work with additional precautions to mitigate the risk of COVID-19 transmission.
 - If an employee does NOT have COVID-19 symptoms BUT tests positive for COVID-19, the employee may only return to work after completing a 14-day self-quarantine. If an employee is critical to the operation or safety of a facility, the Responsible Parties may consult their local health department and the most up-to-date CDC and DOH standards on the minimum number of days to quarantine before an employee is safely able to return to work with additional precautions to mitigate the risk of COVID-19 transmission.

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- If an employee has had close contact with a person with COVID-19 for a prolonged period of time AND is symptomatic, the employee should notify the Responsible Parties and follow the above protocol for a positive case.
- If an employee has had close contact with a person with COVID-19 for a prolonged period of time AND is NOT symptomatic, the employee should notify the Responsible Parties and adhere to the following practices prior to and during their work shift, which should be documented by the Responsible Parties:
 - 1) Regular monitoring: As long as the employee does not have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
 - 2) Wear a mask: The employee should wear a face mask at all times while in the workplace for 14 days after last exposure.
 - 3) Social distance: Employee should continue social distancing practices, including maintaining, at least, six feet distance from others.
 - 4) Disinfect and clean work spaces: Continue to clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment routinely.
- If an employee is symptomatic upon arrival at work or becomes sick during the day, the employee must be separated and sent home immediately, following the above protocol for a positive case.

Director Hoth is making the following recommendations:

Volunteers:

Because the Hamburg Public Library values the safety and well-being of its volunteers, it is not recommended that they visit our buildings to perform volunteer work. The exception being members of the Hamburg Garden Club who maintain our gardens outside. Director Hoth will monitor the situation as time goes by to see if bringing them back is warranted.

Extended Stays by Patrons:

Due to the expected increase in patron visits, patrons will be encouraged to retrieve their materials, check them out and leave.



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Public Access Computers (PACs):

Hamburg Library:

Every other computer will be shut down to adhere to social distancing. Laptops will be available. Patrons, if desired, can make a reservation for a later time.

Lake Shore Branch:

As stated above, the three (3) public access computers directly across from the public service desk will be shut down to adhere to social distancing. Laptops will be available. Patrons, if desired, can make a reservation for a later time.

Restrooms:

There are currently no regulations regarding the frequency of cleaning restrooms during a pandemic, however the NYS Department of Health (DOH) has recommended that restrooms be cleaned more often depending on frequency of use. How often restrooms will be cleaned will be determined by Director Hoth based on staffing levels and usage. Hamburg Library: because of required social distancing, only one (1) individual will be allowed in restrooms at one time. The exception, parents with children. Signage will be posted on the restroom doors. The System is providing medical grade cleaning supplies.

Library Materials Returned:

Handling Materials during COVID-19 (Effective May 13, 2020)

The health and safety of our staff and patrons is a top priority. Materials handling is a key task in library operations. The libraries of the Hamburg Public Library will adhere to the following:

Safety First

For your safety and the safety of others, gloves and a mask (covering nose and mouth) must be worn at all times when handling library materials. Do not touch your face while wearing gloves. Remove gloves upon completing materials handling tasks. Follow the Centers for Disease Control and Prevention (CDC) [instructions for removing gloves](#). Wash your hands immediately after removing gloves. Social distancing (at least 6') should be employed, when practicable, while working with others.



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Considerations

The following procedure limits staff contact with and handling of library materials, especially returned items. As of March 30, 2020, the CDC has identified time as the best disinfectant for paper, including library books with dust jackets, as well as DVDs and CDs in cases, etc. The CDC cites a 24-hour quarantine period for materials composed solely of paper.¹ The Northeast Document Conservation (NEDCC) Center further recommends “a 96-hour quarantine of collection items as the safest and most effective way to disinfect them after handling by staff and patrons.”²

Note: The B&ECPL, for the safety and health of its employees, has chosen to follow the NEDCC guidelines.

Changes to materials handling procedures, including modifications to how a patron will return library materials, will be implemented. The B&ECPL System will provide signage for a preferred return area, as well as signage and material inserts explaining return changes.

Returned Materials – Quarantine Procedure

1. Establish a quarantine area for returned materials in meeting room.
2. Book trucks/carts, unused shelving in a workroom, or an unused meeting room, etc., can be used to store returned items.
 - If equipment and/or space are limited, please store items in cardboard boxes. Contact Cindy Zubler (zublerc@buffalolib.org) if additional cardboard boxes are needed.

Procedure:

1. Retrieve returned materials from the drop box or preferred return location and place onto book truck/cart, or into containers, etc.
2. Move the materials to tables in the quarantine area (meeting room).
3. Label the tables with today's date/time, as well as the date/time, 96 hours (4 full days) later, that the items can be safely handled again.
4. Disinfect any surfaces that may have been used during the procedure (e.g., a book truck/cart).
5. Remove and dispose of gloves, and promptly wash your hands.



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6. After 96 hours, use the Discharging Bookdrop wizard to backdate items to the return date recorded in step 4.
7. Items may be shelved, set in delivery bins, or placed on the holds shelf.

Sources:

¹[Transcript of Webinar](#): Mitigating COVID-19 When Managing Paper-Based, Circulating, and Other Types of Collections, March 30, 2020

²NEDCC, Emergency Management, 3.5, [Disinfecting Books and Other Collections](#)

Additional Resources

[Handling Library Materials and Collections During a Pandemic](#) (ALA ALCTS Division).

Updated 5/11/2020

Note: donations are included even though we have temporarily stopped accepting them. Patrons continue to drop them off.

Facial Coverings:

Based on current directives, individuals age 2 and older are required to wear facial coverings. If patrons are not wearing facial coverings, the library has the right to ask them to leave. Face-coverings shall include, but are not limited to, cloth masks (e.g. homemade sewn, quick cut, bandana), surgical masks, N-95 respirators, and face shields.

Meeting Room Usage:

As stated above, meeting room use will be restricted to limitations as set forth by State and County officials (see STAGE II). Subject to Board approval, American Red Cross Blood Drives at the Hamburg Library will resume beginning at STAGE III. Director Hoth will contact Mary Lattimer, coordinator of blood services to schedule. Prior to respective reopening dates, Director Hoth and Librarian/Branch Manager Stephanie Molnar will contact groups and organizations at their respective libraries notifying them that the meeting room will be closed. Notices will be posted on the homepages, social media, and at entrances to the meeting room.



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The Hamburg Public Library will reopen in two (2) phases:

Phase 1

Hamburg Library

- Public entrances will be open as usual during normal operating hours. This includes: Buffalo St., Parking Lot, and Reading Garden;
- Temporary plastic barriers have been installed in front of the public service desk to greatly reduce the chances of transmitting the virus and ensure the safety of our staff and patrons;
- Vinyl Circle Stickers with spacing of 6 feet between patrons have been adhered to the floor indicating where to stand while waiting for assistance to ensure social distancing;
 - In front of Staff workstation (Circ 1001) running parallel to the brick pillars;
 - In front of Staff workstation (Circ 1002) running parallel to the fireplace;
 - In front of Self-Checkouts and;
 - Down hallway leading to the public restrooms.
- The secondary public service desk will be closed until further notice;
- The following will be enacted to promote and maintain social distancing of staff:
 - Breakroom - only one (1) staff person at a time during breaks and meal periods (*signage has been posted at entrance door.*)
 - Staff Work Areas
 - Behind public service desk – only two (2) staff at one time; and
 - Adjacent to public service desk – only two (2) staff at one time.
 - Boiler Room;
- Boiler Room – additional space has been cleared for proper egress from the public service desk to the hallway.

Phase 2

Lake Shore Branch

- Cashier Protection panels have been installed in front of the public service desk to greatly reduce the chances of transmitting the virus and ensure the safety of staff and patrons;
- Vinyl Circle Stickers with spacing of 6 feet between patrons have been adhered to the floor indicating where to stand while waiting for assistance to ensure social distancing;



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- Circles will run parallel to the DVD collection;
- The three (3) public access computers (PACs) immediately across from the public service desk will be shut down and unavailable for use by patrons due to insufficient floor space to adhere to social distancing (*see Public Access Computers (PACs).*)
 - The scanner has been moved to the computer on the other side.
- The three (3) public access computers (PACs) immediately across from the public service desk will be shut down and unavailable for use by patrons due to inadequate social distancing (*see Public Access Computers (PACs);*
- The self-checkout next to the public service desk will be out of service due to inadequate social distancing. The self-checkout across from the public service desk will be available. Vinyl Circle Stickers will be placed on floor to denote where to stand;
- The following will be enacted to promote and maintain social distancing:
 - Breakroom – only one (1) person at a time during breaks and meal periods (*signage will posted at entrance door*);
 - Boiler Room – 2 staff at one time.