



Warren-Newport Public Library

## **“Path to Reopening” - Updated July 25, 2020**

### **EXECUTIVE SUMMARY**

Illinois libraries closed their doors in March 2020 per the **Stay at Home** (IL Phase 1) order of Governor Pritzker due to the COVID 19 virus. Since that time, we at the Warren-Newport Public Library have offered patrons a variety of virtual offerings, and realize how critical it is to offer physical services again. To that end, we are working extremely hard to safely reopen our doors in accordance with the Governor’s **Restore Illinois** plan. (Corresponding IL Phases are noted below in parentheses.)

This plan outlines phases for reopening the building and restoring physical services, each dependent on recommendations from health officials, social distancing protocols and critical community needs. In order to proceed to the next phase, at minimum, WNPL must be in compliance with Restore Illinois phases.

Implementation of services such as contactless service has been considered carefully, with great attention to staff and patron safety, delivery of personal protective equipment, safe material handling, social distancing and logistics in regard to traffic, accessibility, compliance and other factors. Because items in libraries are borrowed and then returned to the library, there is an added layer of precaution needed.

The plan’s eight phases begin with deep cleaning and sanitation of facilities and materials; reactivating ordering and processing; contactless holds pick-up and phone reference; accepting, disinfecting and quarantining new returns; lobby holds pick-up; express walk-in service; limited walk-in service; and return to normal service.

Staff are required to complete a safety orientation prior to returning to the library, including the proper use of mask and gloves, effective handwashing and social distancing guidelines.

### **Phase 1: Preparation of Facilities and Returned Materials (Prerequisite - IL Phase 2: Flattening)**

- Deep clean facilities and equipment

- Make changes to provide for social distancing

- Check in and shelve quarantined materials that were returned prior to closing

**Phase 2: Receiving/Processing/Ordering of Materials (Prerequisite - IL Phase 2: Flattening)**

Receive and process new materials that arrived prior to closing that have been quarantined

Restart, quarantine, process, catalog deliveries

**Phase 3: Contactless Pick-up of Holds (Prerequisite - IL Phase 3 – Recovery)**

**Hours of operation:** Monday-Thursday: 10am-8pm; Friday: 10am-5pm; Saturday: 10am-4pm

Hold items pulled, patron contacted, items checked out to patron, items put in marked bags

Perform contactless delivery of materials to patron (masks required)

**Phase 4: Return of Materials--opening the building book drop (excludes remote and drive-up book drops) (Prerequisite - IL Phase 4 – Revitalization)**

**Hours of Operation:** 24 hours

Accept, quarantine, clean and shelve returned materials

**Phase 5: Phone Reference (Prerequisite - IL Phase 4 – Revitalization)**

**Hours of Operation:** Monday-Friday: 9am-5pm

Adult and Youth Services staff provide phone reference and readers' advisory

**Phase 6: Express Walk-In Service: patrons may enter building to pick up holds and select and check out materials (masks required); copying and printing services; limited computer service; continuation of contactless holds pickup; no lingering allowed; no book donations accepted (Prerequisite - IL Phase 4 – Revitalization)**

**Target date:** Monday, July 27, 2020

**Hours of operation:** Monday-Thursday: 10am-8pm; Friday: 10am-5pm; Saturday: 10am-4pm

**Maximum occupancy:** 50 patrons, masks required for patrons age 2 and over

**Services available:** Holds pickup; access to library collection; computer access (limited); copy/print/fax

**What will be open in Phase 6:** The Stacks; Self-checkout; Circulation Desk; Main Youth Desk; Adult Desk; Restrooms

**What will be closed in Phase 6:** Book Ends Bookstore; Meeting rooms; Study rooms; Vending café; The Vault; The Point; Quiet Reading Room; The Flex; Seating

**Phase 7: Limited Walk-In Service: patrons allowed to remain in building with social distancing and limited seating available (masks required) (Prerequisite - IL Phase 4 – Revitalization)**

**Hours of operation: TBD**

Open Quiet Reading Room, Study rooms

Enforce social distancing as patrons move around the library

**Phase 8: Return to Normal Service and Hours of Operation; all areas of the library open (Prerequisite - IL Phase 5 – Restored)**

Resume programming and schedule meeting rooms

Resume full staffing levels and hours