



COVID Increase Response Outline

November 17, 2020

Overview

This outline is based on the Restore Illinois Actions to Combat a Resurgence of COVID-19 Outline (ACRC) https://www2.illinois.gov/IISNews/21818-Actions_to_Combat_a_Resurgence_of_COVID-19.pdf.

Updated at <https://coronavirus.illinois.gov/s/restore-illinois-mitigation-plan>.

The Library's response to COVID-19 will continue to evolve.

The Warren-Newport Public Library (WNPL) is located in Region 9 of Illinois, consisting of Lake and McHenry Counties.

The Restore Illinois ACRC Plan uses mathematical methods to determine services recommendations for Bars/Restaurants, Hospitals, Meetings/Social Events/Religious Gatherings, Offices, Organized Group Recreational Activities/Gyms, Retail, and Salons/Personal Care.

WNPL will base its response to the ACRC Plan and primarily follow the Retail and Offices guidelines. When/if additional guidelines are released, they will be reviewed and incorporated.

WNPL's Executive Director will review regional metrics daily using the resources below.

- <https://dph.illinois.gov/regionmetrics>
- <https://dph.illinois.gov/countymetrics>
- <https://covid19response-lakecountyil.hub.arcgis.com/>

Pre-mitigation

- Physical distancing and masks are required.
- 1-hour computer usage.
- 1-hour building usage limit.
- Virtual events and programs.
- Virtual chat online patron help.
- Telephone reference service.
- Outreach services limited to contactless homebound delivery and deposit collections.
- ILL will follow guidelines developed by RAILS.
- Modified hours.
- Contactless holds pick up offered daily from 9 am to 10 am.
- Increased frequency of cleaning high touch areas.

- Staff who can accomplish work remotely will be asked to do so.
- Staff wear masks in shared workplaces and socially distance.

Tier 1

Actions the Library will take if the region enters Tier 1.

- Physical distancing and masks are required.
- **1-hour computer usage with no staff assistance.**
- 1-hour building usage limit.
- Virtual events and programs.
- Virtual chat online patron help.
- Telephone reference service.
- Outreach services limited to contactless homebound delivery and deposit collections.
- ILL will follow guidelines developed by RAILS.
- Modified hours.
- Contactless holds pick up offered daily from 9 am to 10 am.
- Increased frequency of cleaning high touch areas.
- Staff who can accomplish work remotely will be asked to do so.
- Staff wear masks in shared workplaces and socially distance.
- **Curbside and online services will be emphasized in communications; promote that further service changes will go into effect if we move to Tier 2.**

Tier 2/Tier 3

Actions the Library will take if the region enters Tier 2 or Tier 3.

- **Library building closed to the public.**
- **Contactless holds pickup service offered. (Hours/days to be determined, based on conditions and available staffing.)**
- Virtual events and programs.
- Virtual chat online patron help.
- Telephone reference service.
- **Outreach services limited to contactless homebound delivery (no deposit collections).**
- ILL will follow guidelines developed by RAILS.
- Increased frequency of cleaning of high touch areas.
- Staff who can accomplish work remotely will be asked to do so.
- Staff wear masks in shared workplaces and socially distance.

Shelter in Place

Actions the Library will take if the Governor or other authoritative governmental body requires shelter in place.

- **No materials return.**
- **All outreach services suspended.**
- **Library will not receive deliveries.**

- Virtual events and programs.
- Virtual chat online patron help.
- Telephone reference service.
- **Only essential library duties take place in the building (paying bills, building maintenance, etc.).**
All staff work remotely. Individual staff may only work at the library with the permission of the Executive Director.

All components of this outline can be adjusted or changed as new information becomes available without notice.

If a Tier change is declared by the local health officials, the Library will move to that service plan starting as soon as feasible.