



Library Reopening Plan Fall 2020 after the closing due the COVID-19 pandemic

Goal: To Ensure the Health & Safety of Staff, Volunteers, Patrons and Visitors.
(The latter two are sometimes combined and referred to as “visitors”)

Of note as of 11/1/20: We are still in the midst of a pandemic and still under an emergency order by the Governor of NH (until at least 11/19/20)!

This is a fluid document; therefore expect changes or even a reversal at any time!

The safety of employees, patrons, visitors, and volunteers is paramount as the library reopens after the closures in 2020 due to the COVID-19 pandemic and the construction.

The New Hampshire Department of Health and Human Services (NH DHHS) Epidemic Curve and rate of current cases and hospitalizations will be closely monitored as shown on the COVID-19 Dashboard (<https://www.nh.gov/covid19/dashboard/summary.htm>).

Substantial increase in those indicators, or renewed restrictions by the Governor, or local school closings may cause the Library to reverse its reopening.

As the pandemic is still evolving, changes will be made to this document to adjust to the various situations.

Guidance

The following organizations have been used for guidance for this document:

- CDC & WHO
- NH DHHS
- GOFERR: Governor’s Office for Emergency Relief & Recovery
- OSHA
- AIHA: American Industrial Hygiene Association
- ALA & NHLA: American & NH Library Association
- NHLA- Reopening NH Libraries Task Force

Guiding Documents (among many others)

- GOFERR/ NH Governor’s Economic Reopening Task Force:
Universal Guidelines for all NH Employers & Employees (8/28/2020)
- Reopening NH Libraries Task Force Best Practices Document (9/30/2020)
- AIHA Reopening Guidelines for Libraries (6/25/2020)
- Many CDC documents

To ensure the health and safety of staff, volunteers, patrons and visitors, the following actions, outlined below, have been taken or will be implemented shortly.

This is a fluid document. Expect changes or reversals, based on scientific evidence and epidemiological research, as the pandemic evolves.

Employee Screening

- Staff will complete a daily COVID-19 screening questionnaire
- Staff will perform a self-administered temperature check before work

Employee Behavior Modification

- Staff must stay home when sick or experiencing new/unexplained symptoms
- Staff must wear face masks (extra face shields optional)
- Staff must practice social distancing of 6 feet
- Staff must practice and promote hygiene practices:
 - Wash hands/use hand sanitizer frequently
 - Avoid touching face, eyes, mouth
 - Practice good respiratory etiquette (sneezing/coughing in tissue or elbow)
 - No or reduced sharing of work tools & equipment
 - Shared equipment will be cleaned between use
- Staff who is feeling sick or needs to care for a family member who is sick, is asked to stay home while continuing to receive wages
- Staff will work from home as much as possible
- Staff meetings will be held virtual or by phone

Patron/Visitor Behavior Modification

- Persons with COVID-19 symptoms or quarantining may not enter the building
- Face masks are mandatory in the building (age 2+)
- Social distancing is expected throughout the building (min. 6 feet)
- Duration of library visits will be limited to 30 minutes per visitor

Library Space Modification

- Social distancing: 6 feet
- Physical barriers (acrylic screen) will be provided at circulation desk
- Access to hand sanitizer is available at multiple locations
- Seating will be spaced at least 6 feet apart
- The conference room (2nd floor) is available via appointment for one group per day (max. 8 people)
- The community meeting room (lower level) is available via appointment for one group per day (max. 16 people). A rental fee will be charged to defray the cost for having the room professionally cleaned (approx. \$40-50?)

- Number of visitors in building will be limited to.... (TBD)
 - Reading Room: 11
 - Conference Room: 8
 - Meeting Room: 16

Library Procedures: Modifications for Patrons/Visitors

- Curbside pickup will be available throughout the winter
- Appointments for elderly and medically vulnerable patrons will be offered by request
- Library will be open reduced hours
- No overdue fines or rental fees will be charged until at least 12/31/2020
- Laptops will be offered for in-house use
- Sanitizing wipes will be offered at computer stations
- Self-registration will be made available
- Self-checkout will be made available
- Waiting lines will be spaced 6 feet
- Financial transactions can be done remotely and/or via credit card (“tap” terminal)
- Returned library materials will be quarantined for at least 72 hours (REALM Study)

Cleaning & Disinfection

- Cleaning and disinfection (referred to as “cleaning” from here on) will follow CDC guidelines
- Staff will be trained in adequate cleaning methods and provided with checklists
- Bleach solution (prepared daily) or alcohol-based cleaner (at least 70% alcohol) or other EPA-approved disinfectant will be used
- Frequently touched surfaces will be cleaned at least every two hours
- Shared equipment will be cleaned between use
- Sanitizing wipes will be offered at computer stations
- Library will be professionally cleaned once a day

Building Ventilation

- The new building is equipped with state-of-the-art ventilation equipment. Air can be completely filtered and “renewed” every 12 minutes throughout the building.
- HEPA-filters are in place and will be changed regularly.
- Installation of bipolar ionizers is being investigated.

Restrooms

- Restrooms are equipped with non-touch soap dispensers, faucets, paper towels, trash cans
- Sanitizing wipes will be offered in restrooms
- Restrooms will be professionally cleaned once a day
- One restroom will be reserved for staff use
- One restroom will be reserved for patrons for emergency use only at their own risk

COVID-19 Safety Monitor

- A staff member or volunteer will be designated daily to monitor and improve compliance with protective policies (i.e. proper wearing of face masks, social distancing, observing limited # of visitors, etc.).
- The primary role of the designated COVID-19 safety monitor is to educate and to monitor and ensure compliance.
- If a visitor is non-compliant, they will be asked not to enter or to leave the building and to take advantage of the library's online services and its curbside pickup.
- Continued refusal to cooperate will result in calling the authorities.

In unforeseen circumstances or situations, the library director has the authority to make short-term decisions.



COVID-19 REOPENING GUIDANCE
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