

# Woods Memorial Library

Barre, MA



## Reopening Plan

*June 20, 2020*

*Version 4 Approved: May 19, 2021*

# Woods Memorial Library Reopening Plan

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## INTRODUCTION

Woods Memorial Library has developed the following plan to resume in-person services for its patrons in and around the Town of Barre. Please see the *Re-opening Barre Plan (June 15, 2020)* for the Town’s overall plan for buildings and employees, including the Library.

We have adopted several phases that will gradually increase services given physical distancing guidelines and staffing capabilities. These phases allow us to increase services when appropriate, and also to take a step back if necessary.

Time frames for the library’s phases may change depending upon public health data, not necessarily following lockstep with state phases. The plan and/or each phase will expand or retract as deemed appropriate by the Board of Library Trustees and Library Director as we follow additional recommendations from Massachusetts, the Town, the Board of Health, and specialists in the library field for the safety of our patrons, community, and staff. This plan is presented as an overview, not as a procedural manual.

On May 17, 2021, Governor Baker announced that “all remaining COVID-19 restrictions will be lifted effective May 29”, and the Massachusetts State of Emergency would end on June 15.

<b>Reopening Woods Memorial Library</b>	
<b>Library Phase 1.1:</b> <i>Staff begin to return</i>	<i>Planning for limited in-person services</i>
<b>Library Phase 1.2:</b> <i>Initiate services with limited in-person contact</i>	<i>Outdoor material pickup appointments and return service</i>
<b>Library Phase 2:</b> <i>Expansion of limited services</i>	<i>As above in Phase 1.2, plus:</i> <ul style="list-style-type: none"> <li>• <i>Outdoor services and programming</i></li> </ul>
<b>Library Phase 3.1:</b> <i>Initiate limited opening and services inside the library</i>	<i>As above in Phase 2, plus:</i> <ul style="list-style-type: none"> <li>• <i>Limited appointments to browse, pickup and return material</i></li> <li>• <i>Limited computer-use appointments</i></li> </ul>
<b>Library Phase 3.2:</b> <i>Expansion of limited opening and services inside the library</i>	<i>As above in Phase 3.1, plus:</i> <ul style="list-style-type: none"> <li>• <i>Increased number of appointment times</i></li> <li>• <i>Limited programming in Allen Hall</i></li> </ul>
<b>Library Phase 4:</b> <i>Near full resumption of services</i>	<i>As above in Phase 3.2, plus:</i> <ul style="list-style-type: none"> <li>• <i>Appointment times unnecessary</i></li> <li>• <i>Indoor services and programming</i></li> </ul>

# Woods Memorial Library Reopening Plan

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## **Library Phase 1.1: *Staff begin to return: Planning of limited in-person services***

**TIMING: week of Tuesday, June 23, 2020**

- Staff resume working at the library, continuing to work from home as necessary.
- No public access to the building. Vendors are allowed inside for necessary building maintenance.
- The book drop remains locked. No pick-up or return of library materials by patrons.
- Library programming is delivered online.
- The library's Reopening Working Group finalizes plans and procedures for beginning outdoor pick-up and return of materials.

## **Library Phase 1.2: *Initiate services with limited in-person contact: Outdoor pickup and return of materials***

**TIMING: week of Tuesday, July 7, 2020**

Continuation of Library Phase 1.1 activities and services, plus:

- Vendor deliveries will be accepted, including MLS deliveries. Materials will be subject to quarantine procedures.
- The book drop remains locked. In-person services to include outdoor pick-up and return of materials. Returned materials will be subject to sanitizing or quarantine protocols.
- The library's Reopening Working Group finalizes plans and procedures for Phase 2, Expansion of limited services.

## **Library Phase 2: *Expansion of limited services: Continued outdoor pickup and return of materials; Outdoor services and programming***

**TIMING: Summer 2020**

Continuation of Library Phase 1.2 activities and services, plus:

- Staff provide outdoor library programming, as well as continued online programming.
- The Library Director, staff, and Board of Library Trustees finalize and approve plans and procedures for Phase 3.1, *Initiate Limited Opening and Services Inside the Library*.

# Woods Memorial Library Reopening Plan

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## **Library Phase 3.1: *Initiate limited opening and services inside***

### **ANTICIPATED TIMING: June 2, 2021**

Continuation of Library Phase 2 activities and services, plus:

- Limited patron access to the building by appointment for either browsing OR library laptop/computer use.
  - Limited by both appointment length AND the number of appointments at once.
  - Maximum of one browsing AND one laptop/computer appointment per week.
- All returning materials must be placed in bins at the parking lot entrance during any service hours until the outdoor book return reopens (upon receipt of a new cart).
- Quarantine of returned material for 24 hours whenever the UV-C sterilization device is unavailable and/or for materials that cannot go into it.
- Any additional policies and procedures for Phase 3.2, *Expansion of Limited Opening and Services Inside the Library*, are developed in Phase 3.1 for approval at the Board of Library Trustees meeting scheduled for June 9, 2021.

## **Library Phase 3.2: *Expansion of limited opening and services inside***

### **ANTICIPATED TIMING: June 22, 2021**

Continuation of Library Phase 3.1 activities and services, plus:

- Return to standard service hours and occupancy limits, including access for sitting, studying, using their own technology, or reading.
- Appointments no longer required for standard patron access.
- Staff may provide programming with limited participants by reservation in Allen Hall.
- Limited patron access to Allen Hall by reservation for meetings.
- Any additional policies and procedures for Phase 4, *Near Full Resumption of Services*, are developed in Phase 3.2 for approval at a meeting of the Board of Library Trustees.

## **Library Phase 4: *Near full resumption of services***

### **ANTICIPATED TIMING: TBD; may split into multiple phases if deemed necessary**

Continuation of Library Phase 3.2 activities and services, plus:

- Masks no longer required.
- Quarantine of returned library material no longer required.
- Toys and other activity materials returned to the Children's Room.
- Standard library programming resumes indoors.
- Patron access to all meeting rooms by reservation.