The following guidelines were original approved by the Clifton Park-Halfmoon Public Library Board of Trustees on May 18, 2020 and will be reviewed and revised as updated information is received.

Reopening the Library will be based on a plan that follows county, state, federal and CDC guidelines for safe operations and is contingent on a decision by the Governor to allow non-essential businesses to reopen.

Reopening of the library must match the capacity of the organization, taking into consideration the health and safety of staff and patrons.

**Factors that need to be taken into consideration when creating a Library Reopening Service Plan include:**

- The Governor lifting the PAUSE and allowing non-essential businesses to reopen.
- Staffing capacity – a recognition that some staff may not be able to return to work immediately due to health, family obligations or choice.
- Cleaning protocols that follow the CDC and state guidelines for cleaning and disinfecting the library building.
- Having the necessary materials and supplies to maintain high hygiene standards.
- Adequate PPE for all staff.
- Installation of Plexiglas shields at all public service desks.
- Building will have been cleaned and disinfected by contract cleaners.
- Physical changes in building for social distancing will be completed including removal of chairs at desks and tables and rearranging the Board Room for materials return.
- The very real concern that there may be a “second wave” which may require an additional closure of the physical building.

**Staff Admission to the Library**

When allowed back in the building, the following will be required of staff members:

- Strict social distancing protocols of being at least 6 feet apart must be followed.
- Staff must wear a mask when working at a public service desk AND when they are in staff areas an unable to maintain social distancing protocols, including the second floor administration hallways.
- Staff will be provided with masks and gloves to be used when handling library materials.
- Staff must follow established cleaning protocols for their workstations and shared workstations.
- Staff must stay home if they have any symptoms of COVID-19 and follow established return to work protocols.
Public Admission to the Library

- Members of the public must, until further notice, wear at least a protective mask or cloth covering that covers nose and mouth.
- Members of the public who do not have a protective mask will not be allowed into the building. The Library will not provide masks to the public.
- Social distancing protocols must be followed.
- Members of the public who refuse to follow these guidelines will be asked to leave the Library and possibly incur a suspension of library privileges.
- The number of people in the building will be monitored and patrons may be asked to wait to be admitted.

Note – the timing of the Stages is subject to adjustment depending on circumstances and public response and need.
STAGE 1: STAFF RETURN TO THE BUILDING
ESTIMATED LENGTH: 2 WEEKS

Staff Hours of Operation
- M,W,F 8am – 4pm
- T, Th 8am – 8pm
- Work from home where possible

Staff in Building
- Staff will wear PPE provided by Library and follow strict social distancing guidelines
- Staff will be scheduled in shifts and will continue to telework where possible
- Staff will be expected to complete job-specific duties and tasks that may include:
  - Processing new materials that have been delivered
  - Rearranging furniture in building to accommodate social distancing
  - Shifting of collections

Public Hours of Operation
- Library facility will remain closed to the public; no hours open to the public

Number of Public in Building
- 0/sq foot

Safety Measures – Staff
- Masks must be worn when not able to social distance.
- Masks and gloves required for materials handling.

Materials/Returns
- Returns only
- Patrons may return library materials during specific hours. (M,W,F, 11am – 3pm; T,Th 3pm – 7pm)
- Book drops will remain closed and returns will be done in bins outside the Piracci Board Room.
- The Piracci Board room will be used to process returned materials.
- Materials will be quarantined for 96 hours before being checked in.

Services
- Digital only; telephone and email reference and circulation services

Programs
- Zoom, YouTube
STAGE 2: STAFF IN BUILDING; NO PUBLIC
ESTIMATED LENGTH: 2 WEEKS

Staff Hours of Operation
- M,W,F 8am – 4pm
- T, Th 8am – 8pm
- Work from home where possible

Staff in Building
- Staff will wear PPE provided by Library and follow strict social distancing guidelines
- Staff will be scheduled in shifts and will continue to telework where possible
- Staff will be expected to complete job-specific duties and tasks that may include:
  - Processing new materials that have been delivered
  - Rearranging furniture in building to accommodate social distancing
  - Shifting of collections

Public Hours of Operation
- Library facility will remain closed to the public
- Curbside pickup only by appointment (M,W,F 11 am – 3pm; T, Th 3pm – 7pm)

Number of Public in Building
- 0/sq foot

Safety Measures – Staff
- Masks must be worn when not able to social distance.
- Masks and gloves required for materials handling and curbside pickup
- Workstations cleaned before and after shifts
- Frequent handwashing

Materials / Returns
- Patrons may return library materials during specific hours. (M,W,F 11am – 3pm; T, Th 3pm – 7pm)
- Book drops will remain closed and returns will be done in bins outside the Piracci Board Room.
- The Piracci Board room will be used to process returned materials.
- Curbside pickup hours (M,W,F 11am – 3pm; T, Th 3pm – 7pm)

Services
- Digital only; telephone and email reference and circulation services

Programs
- Zoom, YouTube
STAGE 3: OPENING OF LIBRARY BUILDING TO PUBLIC WITH LIMITED ACCESS
ESTIMATED LENGTH: 2 WEEKS

Staff Hours of Operation
- variable
- Work from home where possible

Staff in Building
- Staff will wear PPE provided by Library and follow strict social distancing guidelines
- Staff will be scheduled in shifts and will continue to telework where possible
- Staff will be expected to complete job-specific duties and tasks that may include:
  - Processing new materials that have been delivered; curbside delivery
  - Rearranging furniture in building to accommodate social distancing
  - Shifting of collections

Public Hours of Operation
- Monday, Wednesday, Friday 9am – 3pm
- Tuesday, Thursday 1pm – 7pm
- Curbside pickup by appointment

Number of Public in Building
- Approx. 25 patrons - restricted to reading room area.
- Public will be allowed into the building to order and pick up materials, but not allowed to browse the shelves or loiter
- Numbers of public in the building will be limited and monitored at the entrance

Safety Measures – Staff
- Masks must be worn when not able to social distance.
- Masks and gloves required for materials handling and curbside pickup
- Workstations cleaned before and after shifts
- Frequent handwashing

Safety Measures – Public
- Patrons must wear mask to enter building
- Accommodations made for ADA

Materials / Returns
- Patrons may return library materials during open hours.
- Book drops will remain closed and returns will be done in bins outside the Piracci Board Room.
- The Piracci Board room will be used to process returned materials.
- Curbside pickup hours TBD
Services

- All service desks operational
- Check out at Circulation Desk
- Telephone and email reference and circulation services
- No meeting room use
- No study room use

Programs

- Zoom, YouTube
STAGE 3 - EXPANDED: OPENING OF LIBRARY BUILDING TO PUBLIC WITH LIMITED ACCESS
ESTIMATED LENGTH: 2 WEEKS

Staff Hours of Operation
- variable
- Work from home where possible

Staff in Building
- Staff will wear PPE provided by Library and follow strict social distancing guidelines
- Staff will be scheduled in shifts and will continue to telework where possible
- Staff will be expected to complete job-specific duties and tasks that may include:
  - Processing new materials that have been delivered; curbside delivery
  - Rearranging furniture in building to accommodate social distancing
  - Shifting of collections

Public Hours of Operation
- Monday, Wednesday, Friday 9am – 3pm
- Tuesday, Thursday 1pm – 7pm
- Saturday noon – 3pm
- Curbside pickup by appointment

Number of Public in Building
- Approx. 50 patrons
- Public will be allowed into the building to order and pick up materials and browse the first floor only.
- Numbers of public in the building will be limited and monitored at the entrance

Safety Measures – Staff
- Masks must be worn when not able to social distance.
- Masks and gloves required for materials handling and curbside pickup
- Workstations cleaned before and after shifts
- Frequent handwashing

Safety Measures – Public
- Patrons must wear mask to enter building
- Accommodations made for ADA
Materials / Returns
- Patrons may return library materials during open hours.
- Book drops will remain closed and returns will be done in bins outside the Piracci Board Room.
- The Piracci Board room will be used to process returned materials.
- Curbside pickup hours TBD

Services
- All service desks operational
- Check out at Circulation Desk
- Telephone and email reference and circulation services
- No meeting room use
- No study room use
- No computer access

Programs
- Zoom, YouTube
STAGE 4: OPENING OF THE LIBRARY BUILDING TO PUBLIC
ESTIMATED LENGTH: 2 WEEKS

Staff Hours of Operation
- variable
- Work from home where possible

Staff in Building
- Staff will wear PPE provided by Library and follow strict social distancing guidelines
- Staff will be scheduled in shifts and will continue to telework where possible
- Staff will be expected to complete job-specific duties and tasks that may include:
  - Processing new materials that have been delivered; curbside delivery
  - Rearranging furniture to accommodate social distancing
  - Shifting of collections

Public Hours of Operation
- Monday, Wednesday, Friday 9am – 5pm
- Tuesday, Thursday 12pm – 8pm
- Saturday 12pm – 4pm
- Curbside pickup by appointment

Number of Public in Building
- Approx. 100 patrons
- Public will be allowed into the building to order and pick up materials
- Numbers of public in the building will be limited and monitored at the entrance

Safety Measures – Staff
- Masks must be worn when not able to social distance.
- Masks and gloves required for materials handling and curbside pickup
- Workstations cleaned before and after shifts
- Frequent handwashing

Safety Measures – Public
- Patrons must wear mask to enter building
- Accommodations made for ADA

Materials / Returns
- Patrons may return library materials during open hours.
- Book drops will remain closed and returns will be done in bins outside the Piracci Board Room.
- The Piracci Board room will be used to process returned materials.
- Curbside pickup hours TBD
Services
- All service desks operational
- Check out at Circulation Desk
- Telephone and email reference and circulation services
- No meeting room use
- No study room use
- Public computers will be available for one hour periods (half of computers removed)
- Study tables will be available for single use only
- Half of the study carrels will be available
- No toys, iPads or computers in Children's Library

Programs
- Zoom, YouTube
STAGE 5: REGULAR HOURS
ESTIMATED LENGTH: 4 WEEKS

Staff Hours of Operation
• Regular hours
• Work from home where possible

Staff in Building
• Staff will wear PPE provided by Library and follow strict social distancing guidelines
• Staff will be scheduled in shifts and will continue to telework where possible
• Staff will be expected to complete job-specific duties and tasks that may include:
  o Processing new materials that have been delivered; curbside delivery
  o Rearranging furniture in building to accommodate social distancing
  o Shifting of collections

Public Hours of Operation
• Regular hours
• Curbside pickup by appointment

Number of Public in Building
• XX/sq foot
• Public will be allowed into the building to order and pick up materials
• Numbers of public in the building will be limited and monitored at the entrance

Safety Measures – Staff
• Masks must be worn when not able to social distance.
• Masks and gloves required for materials handling and curbside pickup
• Workstations cleaned before and after shifts
• Frequent handwashing

Safety Measures – Public
• Patrons must wear mask to enter building
• Accommodations made for ADA

Materials / Returns
• Patrons may return library materials during open hours.
• Book drops will remain closed and returns will be done in bins outside the Piracci Board Room.
• The Piracci Board room will be used to process returned materials.
• Curbside pickup hours TBD
Services
• All service desks operational
• Check out at Circulation Desk
• telephone and email reference and circulation services
• No meeting room use
• No study room use
• Public computers will be available for one hour periods (half of computers removed)
• Study tables will be available for single use only
• Half of the study carrels will be available

Programs
• Zoom, YouTube
STAGE 6: LIMITED PROGRAMMING
ESTIMATED LENGTH: 4 WEEKS

Staff Hours of Operation
- Regular hours
- Work from home where possible

Staff in Building
- Staff will wear PPE provided by Library and follow strict social distancing guidelines
- Staff will be scheduled in shifts and will continue to telework where possible
- Staff will be expected to complete job-specific duties and tasks

Public Hours of Operation
- Regular hours
- Curbside pickup by appointment

Number of Public in Building
- XX/sq foot
- Public will be allowed into the building to order and pick up materials
- Numbers of public in the building will be limited and monitored at the entrance

Safety Measures – Staff
- Masks must be worn when not able to social distance.
- Masks and gloves required for materials handling and curbside pickup
- Workstations cleaned before and after shifts
- Frequent handwashing

Safety Measures – Public
- Patrons must wear mask to enter building
- Accommodations made for ADA

Materials / Returns
- Patrons may return library materials during open hours.
- Book drops will remain closed and returns will be done in bins outside the Piracci Board Room.
- The Piracci Board room will be used to process returned materials.
- Curbside pickup hours TBD

Services
- All services
- Limited toys or multi-touch items
Meeting/Study Rooms

- Limited to groups of not more than 10 in meeting rooms
- Study rooms limited to 1 person

Programs

- Zoom, YouTube
- Library programming begins on a limited basis with hard caps for attendance (beginning no earlier than September).
STAGE 7: FULL OPERATION

Full operation of the Library is contingent on the State recommendation that the current health crisis has reached a level that it is safe to resume “normal” activities. At such a time, the Library will resume its regular, pre-COVID-19 hours and work schedule.

Due to the possibility of a “second wave” of COVID-19 in the fall, the following precautionary measures are recommended to be continued until at least the end 2020.

- Opening of the building will follow any county, state, federal “back to work” guidance
- Social distancing of computers and equipment
- Social distancing of study tables and carrels by removing chairs and re-positioning tables
- Floor markings at service desks to separate patrons from each other and from staff
- Signage asking patrons to wash hands before and after using library equipment
- no toys in public spaces
- plastic keyboard covers will be put on public computers
- make sure all surfaces are wiped down before and after programs
- staff to wash hands before and after desk shifts and programs.
- All devices with hard surfaces (telescope, binoculars, games in cases) should be wiped down when returned.
- Procedures for processing returned materials will be developed based on best guidance for materials handling.
- Cleaners will clean and disinfect all hard surfaces nightly, and facilities staff will support with additional cleaning during the day.
- Consider banning food from the library for a period of time depending on FDA and state guidelines.
- Consider only taking credit card payments.