

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, staff must follow the Library Reopening Safety Plan and COVID-19 Return to Work Staff Manual guidance including but not limited to:

- Strict social distancing protocols of being at least 6 feet apart must be followed.
- Staff must wear a face covering when in any public area of the library, when working at a public service desk and when moving through or working in staff areas.
- Staff will be provided with face coverings and gloves to be used as necessary including when cleaning or 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 face covering or cloth covering that covers the nose and mouth.
- Members of the public who do not have a protective face covering will not be allowed into the building. The Library will not provide face coverings to the public.
- Social distancing protocols must be followed. ADA accommodation requests will be addressed on a case-by-case basis.
- 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 limited and 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.

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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 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

- Staff must wear a face covering when in any public area of the library, when working at a public service desk and when moving through or working in staff areas.
- Staff will be provided with face coverings and gloves to be used as necessary including when cleaning or handling library materials.

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 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

- Staff must wear a face covering when in any public area of the library, when working at a public service desk and when moving through or working in staff areas.
- Staff will be provided with face coverings and gloves to be used as necessary including when cleaning or handling library materials
- Face coverings and gloves required for materials handling and curbside pickup
- Workstations cleaned between 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
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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 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

- Staff must wear a face covering when in any public area of the library, when working at a public service desk and when moving through or working in staff areas.
- Staff will be provided with face coverings and gloves to be used as necessary including when cleaning or handling library materials
- Face coverings and gloves required for materials handling and curbside pickup
- Workstations cleaned between shifts
- Frequent handwashing

Safety Measures – Public

- Patrons must wear a face covering to enter building
- ADA accommodation requests will be addressed on a case-by-case basis.



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: 4 WEEKS

Staff Hours of Operation

- variable
- Work from home where possible

Staff in Building

- Staff will wear PPE 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

- Staff must wear a face covering when in any public area of the library, when working at a public service desk and when moving through or working in staff areas.
- Staff will be provided with face coverings and gloves to be used as necessary including when cleaning or handling library materials
- Face coverings and gloves required for materials handling and curbside pickup
- Workstations cleaned between shifts
- Frequent handwashing

Safety Measures – Public

- Patrons must wear a face covering to enter building
- ADA accommodation requests will be addressed on a case-by-case basis.



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: 4-8 WEEKS

Staff Hours of Operation

- variable
- Work from home where possible

Staff in Building

- Staff will wear PPE 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 11am – 7pm
- Saturday 11am – 3pm
- Curbside pickup by appointment

Number of Public in Building

- Approx. 75-100 patrons; limit of 25 in Children's Library
- 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

- Staff must wear a face covering when in any public area of the library, when working at a public service desk and when moving through or working in staff areas.
- Staff will be provided with face coverings and gloves to be used as necessary including when cleaning or handling library materials
- Face coverings and gloves required for materials handling and curbside pickup
- Workstations cleaned between shifts
- Frequent handwashing

Safety Measures – Public

- Patrons must wear a face covering to enter building
- ADA accommodation requests will be addressed on a case-by-case basis.

Materials / Returns

- Patrons may return library materials during open hours in recycling bins; when the book drops reopen, returns may be made 24/7



- The Piracci Board room will be used to quarantine and process returned materials.
- Curbside pickup service available.

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) beginning October 5.
- Study tables will be available for single use only (effective date TBD)
- 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 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

- Regular hours
- Curbside pickup by appointment

Number of Public in Building

- TBD
- 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

- Staff must wear a face covering when in any public area of the library, when working at a public service desk and when moving through or working in staff areas.
- Staff will be provided with face coverings and gloves to be used as necessary including when cleaning or handling library materials
- Face coverings and gloves required for materials handling and curbside pickup
- Workstations cleaned between shifts
- Frequent handwashing

Safety Measures – Public

- Patrons must wear a face covering to enter building
- ADA accommodation requests will be addressed on a case-by-case basis.

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

- Face coverings must be worn when not able to social distance.
- Face coverings and gloves required for materials handling and curbside pickup
- Workstations cleaned between shifts
- Frequent handwashing

Safety Measures – Public

- Patrons must wear a face covering to enter building
- ADA accommodation requests will be addressed on a case-by-case basis.

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.