

## **Linwood Community Library - Pandemic Reopening Action Plan** **Approved by the Board March 23, 2021**

This plan will be updated as needed by utilizing specific resources and local community recommendations. Timeline determined by these resources:

- Center for Disease Control | KS Dept Health and Environment | LV Cty Health Dept

### **PHASE 4 LIBRARY OPEN WITH ADDITIONAL SERVICES RESTORED - begin April 1, 2021**

**Library building open** to the public and staff work a regular schedule with some modifications; **appointment times on Tuesday/Thursday 9-10 am** for high risk patrons; extra precautions including enforced **mask requirement, 1-hr time limits, social distancing, and occupancy limit of 30**; open stacks; and no Library programs within the building.

### **PHASE 5 LIBRARY OPEN BUSINESS AS USUAL**

#### **Daily Actions**

- Employees will wear masks that cover mouth and nose when serving patrons, and interacting with co-workers until all co-workers are vaccinated, as recommended by the CDC.
- Employees will wash hands regularly and/or use alcohol based hand sanitizer that is available throughout the building.
- Employees will routinely clean work areas.
  - High touch and traffic areas used by staff to be cleaned often with cleaning solutions. This includes door handles, light switches, phones, and restrooms.
- Public areas are cleaned regularly by all staff.
  - High touch and traffic public areas to be cleaned often with current cleaning solutions. This includes computers, keyboards, desks, tables, play areas, etc.
- Patrons are assisted with placing holds on Linwood items online or by phone
- Returns are left un-handled and on the patron's account during a 24-hour quarantine. This includes materials returned in the dropbox
- Returns are wiped down with cleaning solution before reshelving if needed due to dirt and grime

#### **Phase 3 and beyond:**

- Per the CDC guidelines, anyone with an infectious illness such as the flu or COVID symptoms must not enter the Library until at least twenty-four (24) hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without medications
- For your safety, staff will be wearing masks. We require all patrons, except small children, to wear a mask if planning to come inside. If you are unable to wear a mask, please contact us and we can assist you through our curbside service. We will have hand sanitizer available at the library entrance and the circulation desk
- Appointment-only times on Tuesday and Thursday from 9-10 am for high-risk patrons
- Library visits will be limited to 1 hour
- Only 30 people, including staff, will be allowed in the building at one time (50% capacity)
- Regular hours of operations resume

[continued on reverse]

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- Social distancing measures, including sneeze guards, are in place at computers and circulation desk
- Curbside service is available during all open hours, with the option of a new bag
- Staff will clean high touch areas periodically throughout the day
- Our Community Room is closed
- There are two (2) computers available for use by appointment
- Newspapers and magazines are available to read
- Patrons are encouraged to return materials outside, but a cart is available at the entryway for returns. Returned materials will be held for a minimum of 24 hours. Courier deliveries will be processed daily.
- All in-library programs are suspended until further notice

**Mask Policy in lieu of mask mandate in Leavenworth County:**

- All persons entering the Library must wear a face covering that covers the nose and mouth at all times and maintain social distancing. A disposable face mask will be provided free of charge to individuals who do not have a face mask.
- Reasonable accommodations such as curbside delivery, staff assistance with printing and copying, and online resources are available to those who are medically prevented from or decline to wear a face covering. Entrance into the library without a face covering is not a valid accommodation.
- Those refusing to properly wear a face covering or to maintain six-foot distance will be required to leave the Library. If a person refuses to leave the Library for not following this policy, law enforcement may be contacted. This could result in a ban from the Library for a specified period of time.
- Patrons who exhibit adversarial behavior that is argumentative with staff or other patrons will be subject to the general Patron Conduct Policy. Patrons will be asked to leave until they comply with the guidelines in place to protect other community members and staff.