

## **Reopening the Coffeyville Public Library**

Disclaimer: Much of the information in the following pages come by from SEKLS to use to fit our library. Coffeyville Public Library has made some small changes to the original document to provide to our community. We look forward to opening back up to the public as safe as possible. We will post on our library webpage, Facebook, local radio, and other media outlets for further updates.

The Library Phases will follow Governor Kelley's, "Ad Astra: A Plan to reopen Kansas" documented phases and timeline. The Library Administration realizes that the contingent dates of Governor Kelly's Plan may change due to public health concerns, and our reopen plan may have to adjust. Our reopen plan will mirror any changes with the Governor's Plan timeline changes. The library may have stricter guidelines than the Governor's mandate.

Started ~~May 4th, 2020~~; October 12, 2021

**Phase 1 and 1.5: Library remains closed to the public**

*Indications for this phase: Either*

- *Stay at home order lifted but significant social distancing recommendations/requirements still in effect (such as limiting gatherings to 10 people or less); the rate of a new state or local COVID-19 cases or deaths showing no sustained decline;*
- *OR local health officials advise or order remaining closed*

<b>Staff</b>	<b>Patrons</b>	<b>Services</b>	<b>Materials (Physical)</b>	<b>Other/notes</b>
<p>Continue doing those things from home which may readily be done that way</p> <p>Work in the library as needed</p> <p>Work part-time, and some may resume regular hours, like situation and workload merit</p> <p>Generally, maintain social distancing of 6 feet from other staff; wear masks when closer than 6 feet</p> <p>If staff are working limited hours in the building, try to alternate days/times to minimize the number of people in the building at one time; or have staff work in different areas of the building</p>	<p>Not allowed in the building</p> <p>Let patrons know at what hours they may call on the telephone to reach the library</p> <p>Maintain electronic communications with patrons (e-mail, social media)</p> <p>Try to educate patrons on what to expect when the library moves to Phase 2; use all available tools including newsletters, newspapers, radio, Facebook and other social media, and your web site</p>	<p>Consider offering curbside service, or delivery of materials</p> <p>Consider offering a book exchange or free book table outside the doors</p> <p>Offer virtual programs</p> <p>Consider allowing local holds</p> <p>If courier service resumes during this time, about a week later, SEKnFind will re-enable non-local holds</p>	<p>Open book drop</p> <p>Consider using gloves when handling returned materials</p> <p>When receiving returns, place each day's returns in a separate designated quarantine area (cart, table, etc.) and leave them for three days;</p> <p>After emptying book drop and another handling of materials, wash hands</p> <p>Clean them, check them in, quarantine materials, and shelf them after 24 hours or more.</p> <p>Resume ordering and cataloging</p>	<p>If you have books coming due while you are still in this phase, follow the recommendations for Phase 2 on handling materials</p> <p>Begin making physical changes to prepare for public use: remove some or all chairs, with any remaining ones at least 6 feet apart; decide whether to remove any computers; install self-checkout station if desired; install plexiglass or other barriers (sneeze guards); add indicators showing appropriate social distancing; acquire cleaning supplies, gloves, masks, and other needed equipment and supplies;</p>

Possible Start Date ~~June 1st, 2020~~/ TBD

**Phase 2: Library opens for limited service**

*Indications for this phase: Stay at home order lifted but some significant social distancing recommendations/requirements still in effect (such as limiting gatherings to 10 people or less) ♦ rates of new state and local COVID-19 cases or deaths are steadily declining; ♦local health officials do not advise or order remaining closed; ♦and the library has an adequate supply of cleaning supplies, masks, gloves, etc.*

Staff	Patrons	Services	Materials (Physical)	Other/notes
<p>Continue doing those things from home which may readily be done that way if that still allows adequate coverage in the library</p> <p>Possible staggered hours or shifts to minimize the number of people in the building, or specific areas of the building</p> <p>Work in the library as needed</p> <p>Wear masks when in public areas, or non-public areas and within 6 feet of other staff</p> <p>Wash hands (or use hand sanitizer if washing is not feasible) after each transaction</p>	<p>Patrons must maintain social distancing as much as possible</p> <p>Have hand sanitizer available for patrons</p> <p>Consider a limit of one patron or family in any area</p> <p>Place indicators (such as tape and/or signs) showing how far back to stand from other people at the circulation desk or high use areas</p> <p>Decide whether to require patrons to wear masks if they are in the building</p>	<p>Continue offering curbside service, or delivery of materials</p> <p>ILL/holds fully enabled</p> <p>Offer virtual programs</p> <p>Consider limiting Computer availability, by 6 feet apart through re-positioning them or leaving some computers turned off.</p> <p>Consider requiring a reservation for computer use; also consider limiting services to such things as homework, applying for unemployment benefits, etc.</p> <p>Consider covers for keyboards and providing gloves for computer users</p> <p>Warn patrons no tech help is available</p>	<p>Consider using gloves when handling returned materials</p> <p>Consider accumulating materials and checking them in only once per day.</p> <p>Clean check-ins, check them in, quarantine materials, and shelf them after 24 hours or more.</p> <p>Also, quarantine ILLs and newly delivered rotation books</p> <p>After handling returned materials, wash hands.</p>	<p>Consider self-checkout or self-scanning of materials to check out.</p> <p>Clean surfaces such as tables, counters, and door handle periodically throughout the day. Wipe down or swap out keyboards and computer tabletops after each use.</p> <p>Consider limiting hours open to the public, and only shelving materials before or after those hours</p> <p>The meeting room remains unavailable for public use for physical meetings</p> <p>Children’s toys are stored away.</p> <p>Photocopier, printing, and fax unavailable</p> <p>Restrooms unavailable for patrons</p>

Contingent Start Date: ~~June 15, 2020~~ / TBA

**Phase 3: Library expands services/reduces restrictions**

*Indications for this phase: Stay at home order lifted ♦social distancing recommendations/requirements eased (such as allowing gatherings of greater than ten people) ♦ rate of new state and local COVID-19 cases or deaths are low and declining ♦local health officials do not advise or order remaining closed ♦ and the library has an adequate supply of cleaning supplies, masks, gloves, etc.*

<b>Staff</b>	<b>Patrons</b>	<b>Services</b>	<b>Materials (Physical)</b>	<b>Other/notes</b>
<p>Staff resumes a near-normal schedule, although some work from home can be achieved</p> <p>Wear masks when in public areas, or non-public areas and within 6 feet of other staff, as long as that is still a recommendation</p> <p>Wash hands (or use hand sanitizer if washing is not feasible) after each transaction</p>	<p>The number of patrons in the building at one time may be limited. The time in the library may also be limited.</p> <p>Patrons must maintain social distancing as much as possible</p> <p>Have hand sanitizer available for patrons</p> <p>Consider a limit of one patron or family in any area (such as new books, DVD section, at the circulation desk, in fiction or genre areas, etc.)</p> <p>Place indicators (such as tape and/or signs) showing how far back to stand from other people at the circulation desk or high use areas</p>	<p>Continue offering curbside service, or delivery of materials for vulnerable patrons</p> <p>Consider offering some small group activities while still offering some virtual programs.</p> <p>Computers available, but 6 feet apart through re-positioning them or leaving some computers turned off.</p> <p>Consider requiring a reservation for computer use</p> <p>Consider covers for keyboards and providing gloves for computer users</p> <p>Photocopier, and printing available if located 6 feet from desk or high-use areas</p>	<p>Consider using gloves when handling returned materials</p> <p>Clean check-ins, check them in, quarantine materials, and shelf them after 24 hours or more.</p> <p>Consider accumulating materials and checking them in only once per day.</p> <p>After checking in materials, place each day's returns in a separate designated quarantine area (cart, table, etc.) and leave them for three days before shelving them.</p> <p>Also, quarantine ILLs and newly delivered rotation books.</p> <p>After handling returned materials, wash hands.</p>	<p>Library returns to regular hours; try to maintain social distancing when shelving materials.</p> <p>Consider self-checkout or self-scanning of materials to check out.</p> <p>Continued Clean surfaces as in Phase 2</p> <p>Continue opening the meeting room to small groups.</p> <p>Children's toys may still be stored away.</p> <p>Consider Restrooms available to patrons</p> <p>Consider Faxing available</p> <p>Some recommended restrictions may be relaxed as time goes on if the situation continues to improve.</p>

Contingent Start Date TBA

<b>Phase 4: Library resumes regular services</b>				
<i>Indications for this phase: Widespread vaccination or testing with quarantining and contact tracing ♦no local cases and few statewide cases.</i>				
<b>Staff</b>	<b>Patrons</b>	<b>Services</b>	<b>Materials (Physical)</b>	<b>Other/notes</b>
Normal hours	Normal	Normal  Consider whether to continue any new services, such as curbside delivery or virtual programs	Normal	Consider whether to remove plexiglass barriers (sneeze guards)  Return tables, computers, etc. to our preferred configuration  Remove social distancing indicators  Put out children's toys

## Reopening of SEKLS libraries

SEKLS offers the following guidance for the reopening of public libraries. Please bear in mind that the suggestions are in no way mandatory, and decisions about how your library reopens and on what schedule is entirely a local decision. Please be guided by state and local authorities. Still, we know that many libraries are anxious for advice on this topic, and we believe what we have put together is solid advice. We hope you find it useful as a launching point for your own library's plan.

### COVID-19 Research Partnership

There is a lack of information on aspects of COVID-19 and best practices for the safe handling of materials in libraries. The Institute for Museum and Library Services, OCLC, and Battelle have undertaken a research partnership to try to provide library-specific and reliable information. This project was just launched in late April, and it's unknown when results will be available. You may wish to monitor this at <https://www.ims.gov/coronavirus-covid-19-updates> and adjust your practices later. SEKLS will modify this Reopening document as necessary and send any updated versions when better information is available.

### Staff hygiene

The best advice, as we have heard all along, is for staff to wash their hands throughout the day; and masks are now also advised. We have included that at appropriate points in these guidelines. Hand sanitizer is the second-best option when hand-washing is not convenient.

### Cleaning and disinfection

Rather than put detailed cleaning and disinfection advice in this document, we refer you to the CDC. You can find information at <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>