

Reopen Plan for Library

	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
Is library open to the public?	Closed to Public	Closed to Public	Open for curbside service and visits by appointment	Open to public limited to 10 people, strict social distancing in place	Open as in past
Meetings	Virtual	Virtual	Virtual	Virtual	In person
Masks and gloves for public	n/a	n/a	Required	Required	Not required
Special hours for vulnerable people	n/a	n/a	8:30-10:00	8:30-10:00	no
Late Fees	Will not be assessed	Will not be assessed	Will be assessed	Will be assessed	Will be assessed
How to contact with questions.	Can call 906-667-0404 to leave message, Facebook or email	Can call 906-667-0404 to leave message, Facebook or email	Can call 906-667-0404 or use the phone by the library entrance	Can call 906-667-0404 or stop in	Can call 906-667-0404 or stop in
Restrooms	Staff only	Staff only	Staff only	Staff only	Public and staff
Social Distancing Requirements	Extreme, strict compliance	Extreme, strict compliance	Extreme, strict compliance. Public will be asked to leave if they can't follow the guidance	Strict Compliance. Public will be asked to leave if they can't follow the guidance	As in the past
Doors open	None	None	Library Door	Normal doors	Normal doors
Computers available?	No	No	Appointment only, 2 computers will be removed to allow for distancing, station will be sanitized after use, gloves and mask is required for use, minimal	Yes, 2 computers removed to allow for distancing, station will be sanitized after use, gloves and mask is required for use, minimal	Yes, computer stations returned to use

			tech help available	tech help is available	
Curbside/Home delivery	No	No	Yes	Yes	Yes
Programs	None	None	None	None	Normal
Materials handling	Minimal, use gloves, quarantine items for one week before check-in	Minimal, use gloves, quarantine items for one week before check-in	Minimal, use gloves, quarantine items for one week before check-in	Minimal, use gloves, quarantine items for one week before check-in	Normal
Holds Pick-up	None	None	Curbside, home delivery, in person by appointment, gloves and mask worn by staff and customer, acrylic shield in place at front desk, sanitize area after each customer	Curbside, home delivery, in person, gloves and mask worn by staff and customer, acrylic shield in place at front desk, sanitize area after each customer	Normal
Checkouts	None	None	Curbside, home delivery, in person by appointment, gloves and mask worn by staff and customer, acrylic shield in place at front desk, sanitize area after each customer	Curbside, home delivery, in person, gloves and mask worn by staff and customer, acrylic shield in place at front desk, sanitize area after each customer	Normal
Outreach	None	None	None	None	Normal
Home delivery	None	None	Contactless	Contactless	Contactless
Internet access	Wi-fi available to public	Wi-fi available to public	Wi-fi available to public, computer stations available by appointment,	Wi-fi available to public, computer stations available by appointment,	Normal

			gloves and masks required, 2 computers removed to allow for distancing, stations sanitized after each use	gloves and masks required, 2 computers removed to allow for distancing, stations sanitized after each use	
Tech help	Only through email, Facebook, phone messages returned	Only through email, Facebook, phone messages returned	Available by email, Facebook, phone, in person by appointment, no touching customer's devices	Available by email, Facebook, phone, in person by appointment, no touching customer's devices	Normal
Materials processing	Minimal	Minimal	Normal	Normal	Normal
Shared materials in the library	n/a	n/a	Printers only, no headphones or toys, no use of office supplies	Printers only, no headphones or toys, no use of office supplies	Normal

All returned materials will be quarantined for one week before becoming available for others to checkout. They will be stored on carts until safe for handling without gloves.

Chairs will be removed to give customers 6 feet of distance from others.

Library entrance will be open to lobby. Inside door will be locked. The sign for the phone will be changed to list the library's extension to call for assistance. Shelf will be placed in lobby for customer holds pickup. Lobby surfaces (door handles, phone) will be sanitized every half hour, more often if it becomes necessary.

Summer reading program will be online only. No in-person programs will be held this year.

All customers entering the library will be required to wear mask and gloves. Failure to do so will result in them being asked to leave.

Acrylic shields will be placed at checkout desk. Area will be sanitized after every customer.

Library hours will be changeable to allow for cleaning and delivery of items to customers.

