

Reopen Plan for Library

	Phase 1-4a	Phase 4b	Phase 5	Phase 6
Is library open to the 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	In person
Masks and gloves for public	n/a	Required	Required	Not required
Special hours for vulnerable people	n/a	no	no	no
Late Fees	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 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	Public and staff
Social Distancing Requirements	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	Library Door	Normal doors	Normal doors
Computers available?	No	Appointment only, 2 computers will be removed to allow for distancing, station will be sanitized after use, mask is required for use, minimal tech help available	Yes, 2 computers removed to allow for distancing, station will be sanitized after use, mask is required for use, minimal tech help is available	Yes, computer stations returned to use
Curbside/Home delivery	No	Yes	Yes	Yes
Programs	None	None	None	Normal

Materials handling	Minimal, use gloves, quarantine items for three days before check-in	Minimal, use gloves, quarantine items for three days before check-in	Minimal, use gloves, quarantine items for three days before check-in	Normal
Holds Pick-up	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	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	Normal
Home delivery	None	Contactless	Contactless	Contactless
Internet access	Wi-fi available to public	Wi-fi available to public, computer stations available by appointment, masks required, 2 computers removed to allow for distancing, stations sanitized after each use	Wi-fi available to public, computer stations available by appointment, masks required, 2 computers removed to allow for distancing, stations sanitized after each use	Normal

Tech help	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	Normal	Normal	Normal
Shared materials in the library	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
Supervisor	Melissa	Melissa (Maryann if Melissa is absent)	Melissa (Maryann if Melissa is absent)	Melissa (Maryann if Melissa is absent)

All returned materials will be quarantined for three days 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 two hours, 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 masks. 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.

Revision 6/4/2020

Steps necessary to enter each new phase

Phase 4b: Governor's ok. Hand Sanitizer available at library door. Sign installed at library door that indicate if people have symptoms or have been recently sick to stay home and that they are legally obligated to wear a mask. Signs on doors updated. Signs with cleaning and this plan posted on doors. Plexiglass installed at front desk. Must have masks that can be given to public and enough sanitizing spray. Lock is installed on library entrance that allows for remote unlocking or code entry.

Phase 5: Hand Sanitizer available at the three normal entrances. Signs on doors updated to discuss social distancing. Social distancing signs posted throughout City Hall. Floor has tape indicating how far apart people must stand.

Phase 6: Governor's ok.

Do note that all of this is subject to the Governor's and Health Department's Guidance and is subject to change. We will have to remain flexible as we work through this.

Training

- All staff have received guidance on utilizing masks (<https://newsnetwork.mayoclinic.org/discussion/tips-on-how-to-wear-and-care-for-your-cloth-mask/>) and on sanitizing frequently touched surfaces.
- All staff can and should report unsafe practices to the city manager as soon as they notice the issue.
- If staff notice any symptoms of the virus they should immediately notify their supervisor via a phone call and go home. PTO will not be utilized in this instance.
- Install handwashing signs in bathrooms. Employees shall wash their hands and/or use hand sanitizer above 63% alcohol
 - After blowing one's nose, coughing, or sneezing
 - Before, during, and after preparing food
 - After using the toilet
 - After touching garbage
 - Before and after the work shift
 - Before and after work breaks
 - After touching objects that have been handled by customers
- Staff should take a covid-19 test. Employees shall follow all CDC guidelines including the following:
 - People with COVID-19 who have stayed home (home isolated) can leave home under the following conditions**:

- If you have not had a test to determine if you are still contagious, you can leave home after these three things have happened:
 - You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)
AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved)
AND
 - at least 10 days have passed since your symptoms first appeared
- If you have had a test to determine if you are still contagious, you can leave home after these three things have happened:
 - You no longer have a fever (without the use of medicine that reduces fevers)
AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved)
AND
 - you received two negative tests in a row, at least 24 hours apart. Your doctor will follow [CDC guidelines](#).
- People who DID NOT have COVID-19 symptoms, but tested positive and have stayed home (home isolated) can leave home under the following conditions**:
 - If you have not had a test to determine if you are still contagious, you can leave home after these two things have happened:
 - At least 10 days have passed since the date of your first positive test
AND
 - you continue to have no symptoms (no cough or shortness of breath) since the test.
 - If you have had a test to determine if you are still contagious, you can leave home after:
 - You received two negative tests in a row, at least 24 hours apart. Your doctor will follow [CDC guidelines](#).

Daily Health Screenings

Before employees come to work, each day they need to do the following:

- Since your last day of work, have you had any of the following:
 - A new fever (100.4°F or higher), or a sense of having a fever?
 - Chills or repeated shaking with chills?
 - A new cough that you cannot attribute to another health condition
 - Headaches that you cannot attribute to another health condition?
 - Shortness of breath that you cannot attribute to another health condition?
 - A sore throat that you cannot attribute to another health condition?
 - New muscle aches (myalgias) that you cannot attribute to another health condition, or that may have been caused by a specific activity (such as physical exercise)?
 - New loss of taste or smell?
- If you answer “yes” to any of the symptoms listed above, or your temperature is 100.4oF or higher, do not report to work. Self-isolate at home and contact your primary care physician’s office for direction. You should isolate at home for minimum of 7 days since symptoms first appear. You must also have 3 days without fevers and improvement in respiratory symptoms. You will not need to utilize PTO
- Since your last day of work:

Have you traveled outside the U.P. or Northern Wisconsin? If yes, you must discuss your travel and activity with the city manager before reporting to work. All employees are strongly encouraged to avoid significant travel. If travel is taken, avoid large crowds and places with outbreaks.
- Have you had close contact with a confirmed/probable COVID-19 case? If “yes” do not report to work. Quarantine at home for 14 days. You will not need to use your PTO.

Once entering phase 5 when all employees are in City Hall, City Manager must do the following health check with each employee at City Hall:

- Ask the employee to confirm that their temperature is less than 100.4o F (38.0o C)
- Confirm that they are not experiencing coughing or shortness of breath.
- Make a visual inspection of the employee for signs of illness, which could include flushed cheeks or fatigue.

Procedure if employee contracts Covid-19

- Close down City Hall. PTO will not be utilized in this instance.
- Contact all employees and contractors who may have been in contact with the individual and Health Dept within 24 hours.
- Utilize latest CDC guidelines. May include the following:
 - Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
 - During this waiting period, open outside doors and windows to increase air circulation in these areas.
- Follow the [CDC cleaning and disinfection recommendations](#):
 - Clean dirty surfaces with soap and water before disinfecting them.
 - To disinfect surfaces, use [products that meet EPA criteria for use against SARS-Cov-2](#)~~external icon~~~~external icon~~, the virus that causes COVID-19, and are appropriate for the surface.
 - Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.
 - You may need to wear additional personal protective equipment (PPE) depending on the setting and disinfectant product you are using.
- In addition to cleaning and disinfecting, employers should determine which employees may have been exposed to the virus and need to take additional precautions:
 - Most workplaces should follow the [Public Health Recommendations for Community-Related Exposure](#).
 - Critical infrastructure workplaces should follow the guidance [Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19](#).
- Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until they have met the criteria to [discontinue home isolation](#) and have consulted with a healthcare provider and state or local health department.
- If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).

Sanitizing Procedure

The following need to be sanitized in the frequency discussed above: Frequently used door knobs, key pads, counter, tabletops, bathroom faucets, toilets, copier buttons and handle, any shared office items, etc. Sanitation will be done by Melissa and if Melissa is absent, Maryann.