



155 East 1st Street  
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## Library Reopening Plan

While library services are important for the general well-being, mental health and educational and recreational opportunities for our community, the overall health and safety of our community is our utmost priority at this time. We have consulted Wisconsin Department of Public Instruction, Library Division, CDC and City of New Richmond officials to determine the safest opening procedure for our community members and staff.

We know providing general connectivity and access to library resources is crucial at this time, yet we want to ensure we are doing so in a safe manner. Below is an outline of our phased reopening plan. We have discussed and considered many scenarios and feel this phased process of reopening is ideal to ensure safety for our community. We will continue to evaluate service levels and safety measures daily upon reopening.

### *REOPENING – JULY 6*

The Library will partially open with social distancing and capacity limits and limited hours. During this phase we will continue to offer curbside pickup, returns and offer virtual and outdoor programs. While the library is typically a welcoming gathering place for our community, during this phase, we discourage hanging out in the library.

### *HOURS*

Curbside services and open facility hours will be simultaneous.

Monday, Wednesday, Saturday – 10:00 am - 2:00 pm

Tuesday, Thursday – 2:00 pm – 6:00 pm

Friday – Closed for thorough cleaning

Saturday – 10:00 am – 2:00 pm

### *CAPACITY*

Capacity limits are based on the square footage available for customer browsing, including a 6' social distancing requirement.

- Maximum building capacity – 20 people (including staff). If the building has reached capacity, the doors will be locked and customers will be asked to wait outside.
- Hallway, teen and children's department are closed.
- Selected children and teen materials have been relocated to the front of the library for ease of browsing.
- Bathrooms for emergency use only.
- Capacity limits and directional arrows per area.

### *CUSTOMER BEHAVIOR*

Safety of our customers and staff is our number one priority. Anyone not following established safety policies set forth may be asked to leave the facility. If you or any person in your household is not feeling well, please remain home for the safety of everyone.

- Six feet social distancing must be maintained with anyone who is not a member of your household.
- Minimize the number of family members that visit the library together.
- Prolonged socializing is not permitted at this time.
- We will operate at a reduced capacity to comply with social distancing requirements.



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- Restrictive tape or barriers of any kind may not be removed to accommodate access.
- A face covering is highly encouraged for anyone over the age of 2, unless a medical condition prevents its use.

#### *SAFETY MEASURES*

- Staff must adhere to the City of New Richmond COVID-19 Preparedness Plan. Staff will wear gloves and masks while working with the public.
- Staff will adhere to 6' social distancing guidelines and enforce to the best of their ability with the customers.
- Public meeting room will be unavailable for usage.
- Seating areas within the library will be removed.
- No toys will be available during this time.

#### *COMPUTERS & TECHNOLOGY*

- Computer workstations will be placed 6' apart which allows for four public workstations available.
- Computer usage limit will be reduced to 30 minutes per day.
- No staff assistance is available with internet computers at this time.
- Genealogy computer will not be available for use.
- Extended access to Ancestry.com is available for at home use.
- Genealogy requests can be placed through our website for staff to assist.
- One OPAC station will be removed to allow for social distancing.
- One self-check station will be disabled.

#### *CURBSIDE PICKUPS*

- Curbside pickup of library materials will continue to be offered during library hours.
- Curbside tables for material pickup will be north of the handicap stalls on Arch Ave and follow our previously outlined Curbside Procedure process.

#### *LIBRARY PROGRAMS*

- Virtual programs will continue.
- Outdoor Programs – social distancing style
  - Weather permitting storytimes can be held in Glover Park weekly, beginning later in July.
- Imagine Your Story – Virtual Summer Reading Program will run June 22-August 22
  - Page Turner Adventures offers us daily programming through performances, book discussions, crafts, etc. These will be presented on Facebook Live.
  - Virtual programs will be promoted on the Library website calendar.