

Stillwater Public Library Phased Re-Opening Plan following Covid-19 Crisis

At such a point that the Governor of New York re-opens public libraries following the Covid-19 Crisis, the Stillwater Public Library will follow this plan in order to safely phase into a full working status.

The following “General Health Procedures” will apply regardless of phase entered:

- No food will be allowed outside of the offices/break room
- All beverages in the circulation area will have a lid
- Increase the frequency of cleaning and sanitizing in its facilities, especially areas and surfaces that experience the highest use, with the understanding that no amount of reasonable effort can ever guarantee that public places are free of infectious agents
- Provide public and staff with convenient access to hand sanitizer, hand washing facilities, disinfecting wipes, and facial tissues
- Institute social distancing measures, such as arranging furniture so that there is at least three-feet of distance between people
- Require staff who are sick to leave the library
- Emphasize good hygiene habits and personal responsibility in preventing the spread of disease. We require staff members to follow the CDC guidelines which aim to slow the spread of germs in these ways:
 - Stay home if you are sick
 - Cover your coughs and sneezes
 - Cough into your shoulder or the bend of your arm
 - If you use a tissue, throw it away in the trash right away and then wash your hands
 - Wash your hands frequently throughout the day for 30 seconds with soap and water
 - Use an alcohol hand sanitizer if you can't find soap and water
 - Consider a flu shot for the seasonal flu as well as the vaccine for the pandemic, epidemic or other health emergency when it becomes available

I. Initial Re-Entering and Preparation

The initial phase of re-opening is intended to provide staff sufficient time to prepare materials, coordinate the cleaning and returning of all inter-library materials, and to prepare the interior of the facility.

- Employees working in the building will be limited to no more than two individuals
- Only one employee will allowed in the circulation area during a shift, no exceptions
- Disinfect all hard surfaces prior to the change in shift to include, keyboards, phones, etc.
- Inter-library loan materials will be handled according to the cooperative policy developed by the Southern Adirondack Library System (SALS)
- Continued on-line programming
- Waive all fines to reduce amount of money being handled and to alleviate the burden of the closure on library patrons
- Members of the public will not be allowed to enter the building
- Staff will do cursory cleaning of all items and rooms located within the building
- All games, puzzles, toys, costumes etc will be removed from the building
- Any equipment used by the public will be properly disinfected

- All staff will wear a mask when in the same room as another employee and a distance of six feet is not possible to maintain
- Processing of new items will be re-introduced on a disinfected counter with all face covering and hand hygiene protocols in place
- Members of the public will be encouraged to return their materials in the exterior bins
- Exterior bins will be checked twice a day to avoid damage to materials and overloading
- Any staff member retrieving items from the bins will place the items in isolation and immediately wash their hands
- Materials will be handled according to the cooperative policy developed by the Southern Adirondack Library System (SALS)

II. Controlled Opening without the General Public

The secondary phase of re-opening is intended to allow the public access to materials and services in a limited capacity.

- We will continue with a limited staff, no more than two individuals in the library at a single time
- We will continue with only one employee allowed in the circulation area during a shift, no exceptions
- We will continue to disinfect all hard surfaces prior to the change in shift to include, keyboards, phones, etc.
- Inter-library loan materials will continue to be handled according to the cooperative policy developed by the Southern Adirondack Library System (SALS)
- Continued on-line programming
- Waive all fines
- No volunteering activities will be allowed
- Copy, Fax, and Notary Services will be re-introduced
- Curbside service will begin with patrons allowed to request specific titles from our own collection using a strict schedule with delivery protocols in place
- The hours between 10:00 AM and 12:00 PM will be reserved for adults aged 65 or older
- Retrieval of Summer Reading kits will be allowed via curbside service by those who have registered
- When delivering materials, staff will wear masks and immediately wash their hands upon re-entering the building
- All deliveries will be scheduled 30 minutes a part, patrons will be directed to the pick-up area (handicap parking space to the rear of the building), staff will place items in the trunks of each vehicle only

III. Controlled Opening with the General Public

Tertiary phase of re-opening is intended to allow the public access to materials, services, and the building in a controlled environment.

- We will continue with only one employee allowed in the circulation area during a shift, no exceptions
- We will continue to disinfect all hard surfaces prior to the change in shift to include, keyboards, phones, etc.
- Inter-library loan materials will continue to be handled according to the cooperative policy developed by the Southern Adirondack Library System (SALS)

- Continued on-line programming
- Waive all fines
- No volunteering activities will be allowed
- Patrons will be allowed to enter the building using a strict schedule 30 minutes apart, masks must be worn, hands must be sanitized, parking will be the handicap area.
- The hours between 10:00 AM and 12:00 PM will be reserved for adults aged 65 or older
- No persons under the age of twelve will allowed in the building
- Computer use will be limited to 20 minutes per account
- Patrons may continue to request curbside service

IV. Expansion of Library Services

This final phase of re-opening is intended to allow the public access to materials, services, and the building in a less controlled environment.

- We will continue with a limited staff, no more than two individuals in the library at a single time
- We will continue with only one employee allowed in the circulation area during a shift, no exceptions
- We will continue to disinfect all hard surfaces prior to the change in shift to include, keyboards, phones, etc.
- Inter-library loan materials will continue to be handled according to the cooperative policy developed by the Southern Adirondack Library System (SALS)
- Continued on-line programming
- Waive all fines
- No volunteering activities will be allowed
- All patrons will be allowed to enter the building - masks must be worn and hands must be sanitized
- In any given situation - only one family will be allowed access to the children's section, no one allowed upstairs, no more than two computer users in the computer room unless they are members of the same household. In this case they will be required to use two side-by-side units so another patron may have access on the other side of the room
- The hours between 10:00 AM and 12:00 PM will be reserved for adults aged 65 or older
- Restrictions for loitering will be removed, however social distancing will remain in place
- Computer terminals will be set to 60 minutes per account

V. Return to Normal Practices

All restrictions will be removed. Staff will continue to maintain hygiene best practices as learned from this event. We will continue with the "General Health Procedures" as listed initially.

The Board of Trustees may alter any or all portions of this plan under advisement of the Library Director should any conditions change as mandated by the New York State Government or Saratoga County Health Department.

Approved by the Board of Trustees on May 26, 2020

Amended by the Library Director per Amsure Insurance recommendations June 10, 2020