

HENDRICK HUDSON FREE LIBRARY  
DECLARED EMERGENCY/PANDEMIC LIBRARY BUILDING REOPENING: PHASED PLAN

This protocol is created to provide reopening guidance in the event of a closure due to a pandemic, epidemic, public health concern, declared emergency, and/or similar public infection concern.

The determination to reopen the Library will depend on several factors:

- Governmental orders
- The creation of a physical environment essential for the safety and welfare of our patrons and staff
- Ability to obtain PPE for staff (masks and gloves)
- Ability to obtain cleaning supplies and disinfectant for the library
- Each phase will be re-evaluated at 2 week intervals to determine if we can advance to the next phase

The Library will need to step back to an earlier phase if new infections occur or the government mandates additional closures.

**Phase 1**

- Library is closed to the public
- Materials may be returned via book drop only
- Safety measures reviewed and implemented if necessary
- Specific staff on-site for re-opening.
  - Process books that have been returned
  - Process new material purchased for the collection
  - Remove furniture to enforce social distancing
  - Prepare lobby as staging area for curbside pickup
  - Prepare quarantine areas for returned books (books are to be quarantined in accordance with governing authority guidelines)
- Some staff may continue to work remotely (programs, respond to reference questions).
- Some staff may be temporarily furloughed.
- Staff returning to work must verify normal temperature and general good health before each shift.
- Staff who enter the library must wear masks, gloves and/or maintain social distancing.
- Staff must not use the staff room to congregate. They may take meals or breaks here as long as social distancing can be maintained.
- Staff must sanitize their work area prior to and upon completion of each shift.

### **Services offered to the public during Phase 1**

- Curbside pickup of material on reserve or materials they have requested from reference staff.
- Printing - Items to be printed may be emailed to reference email account [reference@henhudfreelibrary.org](mailto:reference@henhudfreelibrary.org) and will be available for curbside pickup
- Notary services via video and fax (new NY State guidelines)
- Continuation of online streaming services and ebooks
- Continuation of video programs
- Continuation of digital board meetings

### **Phase 2**

- Date depends on assessment of risk by the State
- Materials may be returned via book drop only
- Library reopens to patrons by appointment only, providing limited access to physical materials and computers.
- Staff must be assigned to entrance to screen patrons entering the building
- Patrons who enter the building must wear a mask and use hand sanitizer. Hand sanitizer provided by the library at the entrance.
- Patrons must supply email contact information when scheduling their appointment in case an infection occurs.
- Hours may be reduced for sanitization and to allow staff to shelve quarantined materials before the public are allowed into the building.
- Specific staff may still be working from home or furloughed.
- Public service desks (circulation, reference, children's) – 1 person assigned at a time.
- Continue quarantine guidelines for returned material.

### **Services offered to the public during Phase 2**

- Services may be limited
  - New titles
  - Stacks closed. Staff will retrieve items for the public.
- By appointment access to study or meeting rooms. Study rooms may be used by one person/family and disinfected after use
- Reduced number of computers available for the public in order to comply with social distancing.
- Computer usage will be by appointment.
- Limited seating so as not to encourage extended stays or gatherings
- Reference services via telephone or email. If a patron needs face-to-face reference service there will be a barrier between the librarian and the patron at all times.
- Specific hours for vulnerable patrons may be established.

- **Continuation of the services offered in Phase 1**

### **Phase 3**

- Date depends on assessment of risk by the State
- Additional service hours may be added or return to regular hours
- Social distancing is still enforced
- Some seating may be re-introduced but configured to allow for social distancing.
- Computers are accessible at socially distanced intervals
- Programs to be evaluated on a case by case basis and only held if social distancing can be managed.

### **Services offered to the public during Phase 3**

- Hours may return to normal
- Some seating is re-introduced
- Study rooms reopened with a limit of one person per room, two people in the large study room if proper social distancing is maintained.
- **Continuation of services offered in Phases 1 and 2.**

### **Phase 4**

- Date depends on assessment of risk by the State
- Programs may resume with limitations on large group gatherings for meetings and programs. All attendees must be able to understand and practice safe hygiene and physical distancing.

### **Services offered to the public during Phase 4**

- All computers are back in operation
- Service desk are fully staffed
- Additional seating is back on the floor
- **Continuation of services offered in Phases 1, 2 and 3.**

### **Phase 5**

- Date depends on assessment of risk by the State
- Full-service resumes

### **Services offered to the public during Phase 5**

- All services resume