

SALINE DISTRICT LIBRARY

EXHIBIT A

REOPENING PLAN

The following is the reopening plan approved by the Library Board (“Reopening Plan”). If an executive order is in effect, all elements of the executive order will be followed and the executive order will control if there is a conflict. The Reopening Plan only applies if permitted by law or executive order. This Reopening Plan is not intended to supersede or change any Library employment policies.

Requirements During All Stages.

- A. Per Washtenaw County Health Department guidelines, patrons with an infectious illness must not enter the Library until at least seventy-two (72) hours after they are free of fever (100.4 degrees F) or signs of a fever without the use of fever-reducing medications (three full days of no fever without use of medicine that reduces fever).
- B. Patrons should not enter the Library with symptoms of an infectious disease.
- C. The Library shall provide notice on the Library doors of the patron responsibility requirements currently in effect. The Library Director has authority to approve the requirements and notices.
- D. Any requirements for staff safety precautions will be adopted separately and the staff will be informed.
- E. The Library Director shall determine the cleaning protocols for all stages.

Stage 1. Closed to the Public.

During this stage, the Library will be closed to the public either by executive order, by motion of the Library Board, or by the Library Director pursuant to the Reopening Policy.

- A. Employees. Essential staff may return to the Library. However, the Library Director will determine who may return and according to the schedule adopted by the Library Director.
- B. Activities Permitted:
 - 1. Landscaping and other outside maintenance activities may resume if permitted by executive order.
 - 2. Inside maintenance activities may also resume if permitted by executive order.
 - 3. The Library can continue providing WIFI in the parking lot areas.
 - 4. Continue essential functions.

C. Social Distancing and Safety Protocols.

1. The Library Director will take steps to implement social distancing protocols.
2. The staff workspace shall be configured to maintain social distancing requirements of six (6) feet if possible.
3. The Library will begin to implement social distancing protocols in the Library in anticipation of patrons returning which may include:
 - a. Remove or rearrange chairs and tables.
 - b. Assess what computer terminals may be used.
 - c. Block off areas/furniture.
 - d. Add plastic screens.
 - e. Mark waiting areas to show the six (6) foot spacing.
 - f. Provide "traffic control" designations, such as arrows showing one-way travel in certain areas of the Library in order to maintain social distancing.

D. Hours of Operation. The Library will not have any public hours of operation.

Stage 2. Staff Returning; Patron In-Person Services Still Suspended.

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director.
- B. Activities Permitted:
 1. Update collections.
 2. Update patron databases.
 3. Accept returned materials through drive-up return slots.
 4. Shelve books.
 5. Transfer materials to Library databases to the extent they were stored separately while at home.
 6. Answer phones and respond to patrons' reference questions.
 7. Review upcoming programs that may need to be cancelled or modified and review any contracts related to such programs.
 8. Resume the interlibrary loan process (if practical or possible).
 9. Assess whether the Library has adequate masks, gloves, and hand sanitizer to serve the public and staff.

- C. Social Distancing and Safety Protocols. The protocols for Stage 1 will remain in place.
- D. Hours of Operation. The Library will not have any public hours of operation.

Stage 3: Limited Vestibule and Lobby Space Open.

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director; remote work may also be required.
- B. Activities Permitted. In addition to previously authorized activities, the Library may include the following activities:
 - 1. The Library will address any policy or temporary measures involving fee forgiveness or suspension.
 - 2. Patrons are permitted to return Library materials. The Library Director will establish the protocols for returned materials.
 - 3. Patrons may enter the Library but will be limited to a specific area in the Library.
 - 4. Pick up of reserved materials is permitted.
 - 5. Payment of fees is permitted by credit or debit card only.
 - 6. Patrons may have in-person conversations with Library staff, provided that social distancing and safety protocols are followed.
- C. Social Distancing and Safety Protocols. The protocols for the prior stages will remain in place. In addition,
 - 1. *Masks*: Patrons will be required to wear masks; the Library will provide masks if supplies are available.
 - 2. *Social Distancing*: Patrons must stay six (6) feet away from all staff and other patrons. Social distancing rules apply. The Library will provide a physical barrier for service points and in-person discussions, which may include barriers, tape marker, or tables, as appropriate. The Library will establish lines to regulate entry, with markings for patrons to enable them to stand at least six (6) feet apart from one another while waiting.
 - 3. *“Traffic” Directions*: The Library will mark places where people are likely to gather in line to identify the proper social distancing. This includes “traffic.” The Library will design the spaces and markings to encourage people in the Library to maintain six (6) feet distance.
 - 4. *Occupancy*: Only ten (10) patrons will be permitted in the Library at a time, and all others must wait outside the Library.

5. *Limit Groups:* Patrons will use their best efforts to come to the Library with the least number of people.
 6. *Food and Beverage:* Food and beverage is not permitted unless necessary for medical reasons.
 7. *Signs:* The Library shall create a pamphlet or signs to inform patrons of the following:
 - a. The Library's practices during a particular stage and the precautions the Library is taking to prevent infection.
 - b. Instructing the patrons of their legal obligation to wear a mask when inside the Library [as long as a mask is required by an Executive Order].
 - c. Informing patrons not to enter if they are or have recently been sick.
 8. *Training:* In addition to training required by previous stages, the Library shall train employees regarding how to manage symptomatic customers upon entry or in the Library.
- D. Hours of Operation. The Library Board establishes the following as the hours, but this may be modified by the Library Director:

Monday – Thursday, 9:00am – 9:00pm

Friday – Saturday, 10:00am – 5:00pm

Sunday, 1:00pm – 5:00pm

Stage 3.5: Limited Vestibule and Lobby Space Open; Limited Appointments for Some Other Areas of the Library

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director; remote work may also be required.
- B. Activities Permitted. In addition to previously authorized activities, the Library may include the following activities:
 1. Patrons may enter the Library during previously arranged appointments and will be limited to specific areas in the Library.
 2. Payment of fees is permitted by check, credit card, or debit card only.
 3. Patrons may have in-person conversations with Library staff, provided that social distancing and safety protocols are followed; staff will remain at their service desks.

- C. Social Distancing and Safety Protocols. The protocols for the prior stages will remain in place. In addition,
1. *Masks:* Patrons aged 2 years and older will be required to wear masks at all times, unless there is a medical exemption; the Library will provide masks if supplies are available.
 2. *Social Distancing:* Patrons must stay six (6) feet away from all staff and other patrons. Social distancing rules apply. The Library will provide a physical barrier for service points and in-person discussions, which may include barriers, tape marker, tables, or other materials, as appropriate. The Library will establish lines to regulate entry, with markings for patrons to enable them to stand at least six (6) feet apart from one another while waiting.
 3. *“Traffic” Directions:* The Library will mark places where people are likely to gather in line to identify the proper social distancing. This includes “traffic.” The Library will design the spaces and markings to encourage people in the Library to maintain six (6) feet distance.
 4. *Occupancy:* Only ten (10) patrons at a time will be permitted in the main Library vestibule/lobby area, and all others must wait outside the Library. Other areas of the Library will have occupancy controlled by appointment. Patrons with scheduled appointments will enter and exit by the Northwest doors and may not stay in the building beyond their appointment time.
 5. *Limit Groups:* Patrons will use their best efforts to come to the Library with the least number of people.
 6. *Food and Beverage:* Food and beverage is not permitted unless necessary for medical reasons.
 7. *Signs:* The Library shall create a pamphlet or signs to inform patrons of the following:
 - a. The Library’s practices during a particular stage and the precautions the Library is taking to prevent infection.
 - b. Instructing the patrons of their legal obligation to wear a mask when inside the Library [as long as a mask is required by an Emergency Order]. Patrons will otherwise be instructed of their obligation to wear a mask per Library policy.
 - c. Informing patrons not to enter if they are or have recently been sick.
 8. *Training:* In addition to training required by previous stages, the Library shall train employees regarding how to manage symptomatic customers upon entry or in the Library.

- D. Hours of Operation. The Library Board establishes the following as the hours, but this may be modified by the Library Director:

Monday – Thursday, 9:00am – 9:00pm

Friday – Saturday, 10:00am – 5:00pm

Sunday, 1:00pm – 5:00pm

Stage 4: Library Open to Public with Conditions.

- A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director; remote work may also be required.
- B. Activities Permitted. In addition to previously authorized activities, the Library may open for additional activities:
1. Programming that is not in-person.
 2. Meeting room use for Library only sponsored events.
 3. Some library computers will be open for public use. All computer terminals in use will be located six (6) feet apart. The Library Director may suspend service on any computers that cannot be relocated to a safe distance. The Library will use its best efforts to clean computer terminals between uses.
 4. The Library Director may open up additional parts of the library building for public use.
- C. Social Distancing and Safety Protocols. The protocols for the prior stages will remain in place. In addition,
1. Only the number of people (including employees) equal to 25% of the total occupancy limits established by the local Fire Marshal will be permitted in the Library at a time, and all others must wait outside the Library.
- D. Hours of Operation. The Library Board establishes the following as the hours but this may be modified by the Library Director:

Monday – Thursday, 9:00am – 9:00pm

Friday – Saturday, 10:00am – 5:00pm

Sunday, 1:00pm – 5:00pm

Stage 5: Library Open for Regular Business. At this stage, the Library can reopen with the same services as normal. All Library service can resume without restrictions.

3/5/2021

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