

**LIBRARY REOPENING POLICY**  
**BLAIR MEMORIAL LIBRARY**  
**(Approved 6/9/2020, Amended 6/10/20)**

**RECITALS:**

WHEREAS on March 11, 2020, the World Health Organization announced that the COVID-19 outbreak can be characterized as a pandemic, as the rates of infection continue to rise in many locations around the world and across the United States;

WHEREAS on March 13, 2020 the President of the United States Donald J. Trump declared a National Emergency.

WHEREAS on March 11, 2020, the Governor of the State of Michigan Gretchen Whitmer declared a State of Emergency and has since issued several orders implementing measures in the State of Michigan that are designed to help prevent the rapid spread of the COVID-19 virus.

WHEREAS on March 17, 2020, the Mayor of the City of Clawson Reese Scripture issued a Proclamation Declaring a State of Civil Emergency in the City of Clawson Concerning the Coronavirus Disease (COVID-19) Outbreak;

WHEREAS Michigan public libraries pursuant to the executive orders of the Governor of the State of Michigan have been closed to the public at large;

WHEREAS the Blair Memorial Library foresees that the restrictions currently imposed will be ultimately lifted and the Library will resume operations;

NOW THEREFORE, the Blair Memorial Library establishes the following Policy, Rules and Procedures with respect to reopening:

**I. Purpose.** This Policy establishes the steps and protocols the Library may institute in order to protect the Library, staff, and patrons when the Library reopens.

**II. Resuming Library Service.** Prior to reopening to the public or non-essential staff, and during the term of the Reopening Plan, the Library will establish regulations and implement the following:

*A. Cleaning Procedures.* The Library Director shall establish and follow reasonable cleaning procedures, including but not limited to the regular cleaning of objects and areas that are frequently used, such as restrooms, public computers, breakrooms, conference rooms, door handles, and railings. This may include removing objects and material from public areas and wiping down surfaces. The cleaning procedures shall be reviewed on an ongoing basis and may change as the health and safety issues evolve or as the Library moves through the various stages of reopening.

*B. Returned Material.* The Library Director shall further develop a proper procedure for addressing returned material. This may include quarantining returned materials for specific periods of time.

*C. Assessment.* The Library Director will assess the condition of the Library and the tasks that need to occur prior to opening the Library to the public and on an ongoing basis. This includes ensuring the Library has the proper personal protection equipment such as hand sanitizer, gloves, masks or other similar products.

*D. Social Distancing.* The Library Director shall take steps to implement social distancing procedures whether required by law or solely on account of the Reopening Plan. This may include removing or rearranging chairs and computer terminals, blocking areas/furniture, when appropriate installing plastic screens, marking waiting areas to show the six (6) foot spacing, or providing “traffic control” designations, such as arrows showing one-way travel in certain areas of the Library in order to maintain social distancing. The Social Distancing procedures will be established in the Reopening Plan for each stage.

E. *Notice to Patrons.* The Library Director shall post notices on the door of the Library and on the website to inform patrons of the particular regulations of patron conduct for the current stage of the Reopening Plan.

**III. Reopening Stages.** The Library Board adopts the reopening plan attached as Exhibit A (“Reopening Plan”) to this Policy as the basic structure for the reopening stages for public library service. Pursuant to Section IV, the Library Director has authority to modify the Reopening Plan. The Reopening Plan, including any modification by the Library Director, shall govern the use of the Library. Violations of the Reopening Plan may result in suspension of library privileges.

**IV. Director’s Role; Authority.** The Library Director (or another person appointed by the Library Board) will monitor and coordinate events surrounding the reopening. The Library Director has the authority over the following:

A. *Modifications; Reopening Stages.* The Library Director may modify in writing any services, safety procedures or other parts of the Reopening Plan.

B. *Staffing Levels.* The Library Director has the authority to address and determine appropriate staffing levels for each stage and whether staff can work from home or must work in-person.

C. *Cancel or Limit Services.* Even after the Library reopens and the Library Board approves a Reopening Plan, the Library Director may chose to cancel or limit programs or services to ensure the safety and security of staff and patrons. This includes cancelling scheduled meetings held in any Library meeting rooms. The Library Director will use reasonable efforts to post notices of the program changes and cancellations, including posting notices at the Library and on the Library’s website.

D. *Library Closure.* The Library Director has the authority to close the Library temporarily for a maximum of fourteen (14) days without prior Library Board

approval on an emergency basis. The Library Director will inform the President of the Board of the determination to close and the proposed duration of the closure. If the Library has not been reopened, the Library Board may meet to determine whether the Library Director's decision to close will be extended or whether the Library will be reopened before the time set forth in the Library Director's determination. This closure may be due to a specific incident or reoccurrence of an infectious disease in the Library's Service Area. The Library Director will use reasonable efforts to post notices of the closure, including posting notices at the Library and on the Library's website. This Policy assumes the staff will be paid based on their "normal" schedule during the Library's closure under this paragraph.

E. *Consultation.* The decision to cancel or limit services, move through the stages of the Reopening Plan, close the Library, or adopt additional protocols may be based on recommendations made regarding the outbreak by the Centers for Disease Control ("CDC"), local health officials, the Library Board, Michigan Library Association, American Library Association, or other reputable sources.

**V. Enforcement.** Patrons may not enter the Library or may be required to leave if they are not in compliance with any safety procedures or requirements in the Policy, Reopening Plan, or any condition or modification established in writing by the Library Director pursuant to this Policy. Only the Library Director or his/her designee shall have the authority to suspend or limit privileges pursuant to this Policy. If any patron receives a warning or has privileges suspended or limited, the Library shall fill out an incident report and shall provide written notice of the violation when possible. If the Library does not have the ability to provide written notice, the Incident Report shall identify when verbal notice was provided. The Library may provide additional suspension periods for subsequent violations of the same rule or requirement.

**VI. Right of Appeal.** Patrons may appeal a decision to remove a patron or deny entry to the Library by sending a written appeal to the Library Board within ten (10) business days after the date the privileges were revoked, denied or limited. The appeal must be sent to the President of the Library Board. The decision of the Library Board is final.

**VII. Applicability.** Unless specifically addressed by this Policy, this Policy is not intended to govern or regulate specific employment issues or policies involved with staff returning to work. All existing Library policies remain in effect unless in conflict with this Policy. In case of a conflict, this Policy shall govern

## **EXHIBIT A**

### **REOPENING PLAN**

The following is the reopening plan approved by the Library Board (“Reopening Plan”). To the extent that any executive orders are in effect, all elements of the executive orders will be followed and they will control if there is a conflict. This Reopening Plan is not intended to supersede or change any Library employment policies.

#### **Requirements During All Stages.**

- A. Per the CDC guidelines, patrons with an infectious illness such as the flu must not enter the Library until at least twenty-four (24) hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever reducing medications.
- B. Patrons shall not enter the Library with any 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 rules and 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.

#### **Phase 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. Non-essential staff may not return to the Library. Only Library Director deemed essential.

B. Activities Permitted:

1. Outdoor maintenance activities may resume as permitted by executive order.
2. Inside maintenance activities may also resume.
3. The Library shall continue providing WIFI in the parking lot areas.
4. Resuming other essential functions.

C. Social Distancing and Safety Procedures.

1. The Library Director implement social distancing procedures.
2. The Library will begin to implement social distancing procedures in the Library in anticipation of patrons returning which may include:
  - a. Removing or rearranging chairs and tables.
  - b. Assessing what computer terminals may be used.
  - c. Blocking off areas/furniture.
  - d. Adding 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 throughout this phase.

**Phase 2. Staff Returning; Begin Curbside Dropoff, Patron In-Person Services Still Suspended.**

A. Staff. Staff are permitted to return to work according to the schedule adopted by the Library Director.

B. Activities Permitted:

1. Updating collections.
2. Updating patron databases.
3. Shelving books.
4. Transferring materials to Library databases to the extent they were stored separately while at home.
5. Answer phones and respond to patrons' reference questions.
6. Review upcoming programs that may need to be cancelled or modified and review any contracts related to such programs.
7. Resume the interlibrary loan process (if practical or possible).
8. Assess whether the Library has adequate masks, gloves, and hand sanitizer to serve the public and staff.
9. Curbside return of materials only.

C. Social Distancing and Safety Procedures. The procedures for Stage 1 will remain in place.

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

**Phase 3: Curbside Pick Up and Limited Patron Services. Library Building Still Closed to the Public.**

A. Staff. All staff are permitted to return to work according to the schedule adopted by the Library Director.

B. Activities Permitted. In addition to previously authorized activities, the Library may include the following activities:

1. Curbside delivery and pick up is permitted.
2. Patrons are permitted to return Library materials. The Library Director will establish the protocols for returned material.
3. The Library will address any policy or temporary measures involving fee forgiveness or suspension.

C. Social Distancing and Safety Protocols. The protocols for Stage 1 will remain in place. In addition:

1. Patrons and staff shall remain six (6) feet apart.
2. Patrons shall be required to wear a mask when engaging in curbside pickup.
3. The Library shall mark waiting areas for cars and other curbside pickup issues.

D. Hours of Operation. The Library Board will establish the public hours of operation but this may be modified by the Library Director as needed.

#### **Phase 4: Limited Patron Access.**

A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director.

B. Activities Permitted. In addition to previously authorized activities, the Library may include the following activities:

1. Patrons may enter the Library but will be limited to a specific area in the Library.
2. Patrons may have in-person conversations with Library staff, provided that social distancing and Safety Procedures are followed.
3. The Library will have limited access to computers.

C. Social Distancing and Safety Procedures. The protocols for the prior stages will remain in place. In addition,



1. Patrons will be required to wear masks; the Library will provide masks if supplies are available.
2. Patrons must stay six (6) feet away from all staff and other patrons. Social distancing rules apply. The Library will provide a barrier for in-person discussions if a barrier can be obtained.
3. The Library will mark places where people are likely to gather in line to identify the proper social distancing. This includes “traffic.”
4. Number of patrons will be a percentage based on building capacity.
5. Patrons will use their best efforts to come to the Library with the least number of people.
6. Computer terminals will be located six (6) feet from any other computer or workstation. The Library will use its best efforts to clean computer terminals between uses.

D. Hours of Operation. The Library Board will establish the public hours of operation but this may be modified by the Library Director as needed.

**Phase 5: Full Access to Library.**

A. Employees. All staff are permitted to return to work according to the schedule adopted by the Library Director.

B. Activities Permitted. In addition to previously authorized activities, the Library may open for additional activities:

1. Meeting room use for Library only sponsored events.
2. The Library Director may open up additional parts the library building for public use.

C. Social Distancing and Safety Procedures. The procedures for the prior stages shall remain in place.

D. Hours of Operation. The Library Board will establish the public hours of operation but

this may be modified by the Library Director as needed.

E. All library services and activities will continue based upon new and developing standards of operation.

Amended 6/10/20 For exposures, you must contact the Oakland County Nurse on call within 24 hours and also domestic travel has now been removed from the travel ban, only international travel is banned for making employees quarantine.

Also, you should add that employees who voluntarily travel internationally, must use their own vacation time to cover that self quarantine upon return, the City does not have to pay people to self quarantine after volunteering to travel.

If they don't have vacation time etc, it would be unpaid leave to self quarantine after a voluntary international travel, not work related.