



Return to Service Procedure

These guidelines are an outline on opening the library after a closure due to a pandemic. This is a working document. Guidelines may be updated as more information becomes available, executive orders are issued, or recommendations made for a low exposure risk entity and are dependent on staff availability. The Deckerville Public Library is determined to be a low exposure risk entity because staff will maintain 6' distance from patrons. Unsafe working conditions shall be reported to the President of the Board and MiOSHA by visiting https://www.michigan.gov/leo/0,5863,7-336-78421_11407-93835--00.html to file online or download the paper form.

Staff and patrons should be prepared to move forward and backward through these stages. Current Stage and related summary will be posted on the library front door, the website, and Facebook.

Staff

Staff are to alert the Director of any symptoms or positive test results in their household and follow CDC recommended steps. Symptoms include fever, cough, shortness of breath, chills, muscle pain, headache, sore throat, and loss of taste or smell. Health screening may be necessary before starting shifts. Records will be kept confidential and in a separate file. Positive test results will be shared with the county health department, coworkers, and contractors if required by executive order.

Staff requesting leave under the Families First Coronavirus Response Act will be asked to provide the dates and reason for the leave.

Staff will be provided additional training on the information in this document, information on posted signage, the proper use of Personal Protective Equipment (PPE) and disinfectants, health screening tool (if required), leave policies, and patron non-compliance. The Director will keep records of training.

Enforcement

Enforcement and consequences will be based on the level of risk to others and the patron's ability to follow the guidelines.





Stage 0:

Beginning: Executive Order prohibiting activities, Director unable to report, or In-Library Staff tests positive.

Ending: All executive orders prohibiting Stage 1 activities have been lifted, Director able to report, CDC recommendations allow return to work.

Hours: The library will be closed.

Staff: Director reports in library for building check and bill payments, Assistant Director and Clerk to work from home.

Services: Digital only. WiFi available outside of the building.

Procedural Considerations:

1. Director will print checks and notify a Board Member responsible for signing. That Board Member will wait a minimum of 24 hours before signing the checks and alert the Director when checks have been signed. Another 24-hour waiting period will be in effect before the Director picks up the signed checks.

Stage 1:

Beginning: All executive orders prohibiting the following activities have been lifted, Director able to report, CDC recommendations allow return to work, Reopening policies approved by the Board, Increasing new cases in our area, defined as zip codes with >5% of our patrons residing: 48427, 48465.

Ending: All executive orders prohibiting Stage 2 activities have been lifted, No increase in new cases in our area for 14 days.

Hours: The library will be open for curbside and appointments.

Staff: Director reports in library, Clerk may report at their discretion. Assistant Director continues to work from home.

Services by appointment: Delivery and curbside. Computer use if needed. WiFi available outside of the building.

Procedural Considerations:

Administrative Controls

1. Staff will be subject to health screening while dictated by executive order. This will be done with a paper form kept in a separate file for each staff member.
2. Staff will put on a mask provided by the library before entering the building and continue to wear it while inside. Each staff member is responsible for laundering their own masks. If medically





unable to tolerate a mask, staff will be asked for documentation and will work from home until Stage 5 or this provision of executive orders is lifted.

- 3. Staff will sanitize or wash their hands for at least 20 seconds immediately after entering the building, handling any materials or cash, removing gloves, sneezing, coughing, eating or touching their face. Hands are to be dried with a paper towel, which is then used to turn off the water, open the door, and turn off the light before being disposed. Staff will wash their hands or use hand sanitizer before handling materials.

Environmental (Engineering) Controls

- 1. Materials will be placed in a plastic drawstring bag and labeled with the patron number and material numbers. Bags may be placed outside the door, in patron’s trunk/back seat, or other location requested for delivery.
- 2. The following will be cleaned and disinfected at each shift change:
 - a. Staff phone
 - b. Staff computer area
 - c. Copier/Fax/Scanner
 - 1.d. Restroom

Materials

- 1. Materials will be returned to the book drop, handled with gloves, quarantined for 5 days, cleaned, disinfected, and reshelved.

Patron Matters

- 1. Appointments can be scheduled by calling or emailing the library, or by placing a note with name or patron number, desired date, time, and length in the dropbox. Priority will be given to patrons with no phone or email access.

Stage 2:

Beginning: All executive orders prohibiting the following activities have been lifted. No increase in new cases in our area for 14 days.

Ending: More than 5 people allowed in the building.

Hours:

~~Phones will be answered Tue/Wed/Fri/Sat 10am-2pm~~

~~Appointments available M-Sa 10am-7pm for the desired length of time ≤ 2 hours~~ Tue, Wed, Fri 10am-7pm; Sat 10am-1pm and by appointment

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Staff: Director [and Clerk](#) report in library, Assistant [Director](#) continues to work from home.

Services: Check in/out, Drop off/pick up, MeL if available, Computer and internet use, Computer help, Print/scan/fax, Reference questions. WiFi available outside of the building.

Procedural Considerations:

1. [Stage 1 Procedural Considerations](#)

Administrative Controls

1. [Occupants limited by order, currently 4 people including staff. One household at a time will be permitted entry.](#)
- 1.2. [Chairs will be set up outside at least 6' apart for those waiting to enter.](#)
- 2.—
3. [Computer help will be given verbally and/or through screen sharing](#)
- 3.—[No pens or pencils will be left out for patron use. They will be loaned upon request, quarantined for 72 hours, and disinfected.](#)
- 4.—
- 4.5. [Small amounts of toys will be left out for children to explore. All toys and containers available during a child's play will be quarantined for 72 hours and disinfected.](#)

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Environmental (Engineering) Controls

1. A physical barrier will be installed at the circulation desk while required.
2. Signage to be posted at or near entry:
 - a. Masks (if required)
 - b. Any contact with someone displaying symptoms
 - c. Please don't enter if you are sick
 - d. CDC "Cover Your Cough"
 - e. CDC "What You Should Know About COVID-19"
 - f. CDC "Prevent the Spread of COVID-19 If You Are Sick"
 - g. On Guard Diffusing
 - h. There may be 0.5% hydrogen peroxide solution on frequently touched surfaces
 - i. Important info from Patron Matters [on Stage summary](#)
3. Hand sanitizer will be available by the entrance, at the circulation desk, by the computers, and outside of the bathroom





4. Floor markings indicating 6' distance will be made around the door, circulation desk, in the stacks, computers, bathroom and copier.
5. Two box fans and two ceiling fans will circulate air in the library.
6. Doors will be left fully open when it is not raining and the temperature is 65-75°F, otherwise they will be partially open.
7. On Guard will diffuse.
8. Computer keyboards will be covered with plastic wrap.
9. Garbage emptied daily while wearing gloves, empty cans/bags sprayed with disinfectant
10. The following will be cleaned and disinfected before and after every interaction with a patron:
 - a. Doorknobs
 - b. Computer area
 - c. Restroom
 - d. Circulation desk
 - e. Hand sanitizer dispensers
 - f. Furniture
 - g. Plastic barriers

Materials

1. Deckerville Public Library materials will be quarantined for 5 days.
- 1.2. MeL materials will be quarantined. See "Definitions" for specific procedures.
3. One of each type of informational material will be left out for patrons and replaced by staff.
- 2.4. The 4 most recent issues of magazines will be placed in sheet protectors and sanitized after being handled.
- 3.5. Newspapers will be available upon request and quarantined for 24 hours.

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Patron Matters

1. Appointments can be scheduled by calling or emailing the library, or by placing a note with name or patron number, desired date, time, and length in the dropbox. Priority will be given to patrons with no phone or email access.
- A sign will be placed by the front door if the library is at capacity. Waiting areas will be marked with chairs.
- with chairs.
- 4.2. with chairs.
- 2.3. Masks will be made available for patrons and may be required by executive order.
- 3.4. Anyone experiencing symptoms will be asked to leave or sit at the back table.

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- 3.5. Patrons and staff will be alerted to any previous contact with person(s) displaying symptoms. No identifying information will be given.
- 4.6. Patrons and staff shall observe 6' social distancing.
- 5.7. Patrons shall observe CDC cough etiquette
- 6.8. Patrons shall wash hands or use sanitizer after coughing or touching their face
- 7.9. Patrons shall return all materials to the book drop
- 8.10. Patrons shall put any materials they have touched in the book drop for proper quarantine and sanitizing procedures.
- 9.11. We greatly appreciate your material donations but request that you postpone bringing them into the library until Stage 4.
- 10.12. Patrons shall leave the light on after using the restroom

Stage 3:

Beginning:

Executive order allows more than 5 patrons in the library.

Ending: No new county cases for 14 days.

Hours: Tue, Wed, Fri 10am-7pm; Sat 10am-1pm and by appointment.

Staff: Director and Clerk report in library, Assistant Director continues to work from home.

By appointment 2pm-7pm Tue/Wed/Fri/Sat, 10am-7pm Mon, Thu

Staff: Director and Clerk report in library, Assistant Director continues to work from home.

Services: All

Services: All during open hours: Check in/out, MoL if available, Computer and internet use, Print/scan/fax.

Services available by appointment: Drop off/pick up, Computer help, Reference questions, and all services available during open hours.

WiFi available outside of the building.

Procedural Considerations:

- 1. All previous stage Procedural Considerations, increased capacity

Environmental (Engineering) Controls

1.—The following will be cleaned and disinfected every 30 minutes while open, as well as before

~~2.1. No pens or pencils will be left out for patron use. They will be loaned upon request, quarantined for 72 hours, and disinfected.~~

~~3. Small amounts of toys will be left out for children to explore. All toys and containers available during a child's play will be quarantined for 72 hours and disinfected.~~

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The following will be cleaned and disinfected every 30 minutes while open, as well as before and after every appointment:

- a. Doorknobs
- b. Computer area
- c. Bathroom
- d. Circulation desk
- e. Hand sanitizer dispenser
- f. Furniture used

5.2. _____ Chairs will be removed to ensure 6' distance between all chairs and stacks

6.3. _____ Patron Computers will be moved to the following locations:

- a. Patron Computer 1: Move to computer station currently holding magazines
- b. Patron Computer 2: Move to main table
- c. Patron Computer 3: Move to back table

Patron Matters

1. _____ Small outdoor programs with strict social distancing may occur.

Small outdoor programs with strict social distancing may occur.

Small outdoor programs with strict social distancing may occur.

2.1. _____ Small outdoor programs with strict social distancing may occur.

Stage 4:

Beginning: No new county cases for 14 days, return from Stage 5 if rise in any surrounding counties for consecutive days

Ending: No new cases in Sanilac, Huron, Tuscola, or St. Clair counties for 14 days

Hours: Normal

Staff: Director and Clerk report in library, Assistant Director continues to work from home.

Services: All

Services available by appointment: ~~Drop off/pick up, Computer help, Reference questions~~

Procedural Considerations:

1. All previous stage Procedural Considerations

Environmental (Engineering) Controls

1.3. _____ The following will be cleaned and disinfected at each shift change:

a.e. _____ Staff phone

b.f. _____ Staff computer area

c.g. _____ Copier/Fax/Scanner

Patron Matters





—Material donations may be brought to the library

1.

Stage 5:

Beginning: No new cases in Sanilac, Huron, Tuscola, or St. Clair counties for 14 days.

Ending: No new state cases for 14 days or official recommendations allow gatherings >50 people

Hours: Normal

Staff: Normal

Services: Normal except no events.

Procedural Considerations:

Administrative Controls

1. Staff will not be required to wear masks unless otherwise ordered to do so.
2. Staff may use computer BTOP 2

Environmental (Engineering) Controls

1. Signs will remain posted
2. On Guard will not be diffused.

4.—The following will be cleaned and disinfected at midday and close:

The following will be cleaned and disinfected at midday and close:

~~5.4.~~ The following will be cleaned and disinfected at midday and close:

- a. Doorknobs
- b. Computer area
- c. Bathroom
- d. Circulation desk
- e. Hand sanitizer dispenser
- e.—Furniture used

f.

Materials

1. MeL materials will be handled with gloves. DPL materials returned through MeL will be quarantined for 24 hours, cleaned, and disinfected.

Patron Matters

1. Patrons may return materials to the circulation desk.

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2. Materials handled by patrons should still be returned to the circulation desk but do not need to be quarantined or sanitized.

Stage 6:

Beginning: No new state cases for 14 days or official recommendations allow gatherings >50 people

Ending: No new US cases for 14 days or herd immunity reached

Hours: Normal

Staff: Normal

Services: Normal

Procedural Considerations:

Environmental (Engineering) Controls

1. Signs will remain posted
2. The following will be cleaned and disinfected at close:
 - a. Doorknobs
 - b. Computer area
 - c. Bathroom
 - d. Circulation desk
 - e. Hand sanitizer dispenser
 - f. Furniture

Patron Matters

1. Small events and programs will return with social distancing to be practiced

Definitions:

Cleaned: Surface is wiped with On Guard spray using a reusable towel while wearing gloves.

Disinfected: Homemade hydrogen peroxide or alcohol solutions will be used and allowed to sit for 1 minute. Used with a paper towel and gloves.

- Hydrogen Peroxide solution: Will be mixed by the director who will dilute Ecover Zero 1:13 (Ecover Zero 7% hydrogen peroxide per Carmen, 6/5/20 15:50)
- Books without jacket cover: Quarantine and wipe label protectors with alcohol.
- Books with jacket cover: Inside covers wiped with alcohol and allowed to dry before quarantine.
- DVDs and Audiobooks: Quarantine and then all surfaces wiped with alcohol, including both sides of the disc(s).



Deckerville Public Library



- Curbside/Delivery bags: Submerge in hydrogen peroxide solution and allow to dry
- Most surfaces: Hydrogen peroxide solution
- Computer Area: Alcohol solution
- Headphones: Removed from computer area, sprayed with alcohol and allowed to dry before returning to the computer area.
- Wood toys and pencils: Hydrogen peroxide solution
- Plastic toys, containers, and pens: Dishwasher with hydrogen peroxide solution
- Furniture: Spray with alcohol solution
- MeL:
 - Materials: Quarantine upon receipt and before returning. Do not clean unless there is visible evidence of contamination
 - Paper only: Quarantine for 24 hours
 - Plastic cover or case: Quarantine for 72 hours
 - Shipping materials: Quarantine for 24 hours before reusing
 - Totes: Sanitize with disinfectant

Updated 8/7/2020

