



## 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, orders and directives are issued by government entities, or recommendations are made for a low exposure risk entity. 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](https://www.michigan.gov/leo/0,5863,7-336-78421_11407-93835--_00.html) to file online or download the paper form.

All services are dependent on staff availability. 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 order or directive.

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:** Order or directive prohibiting activities; Director unable to report; or In-Library Staff tests positive.

**Ending:** All 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-person for building check and bill payments, Staff to work remotely.

**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 orders and directives prohibiting the following activities have been lifted; Director able to report; CDC recommendations allow return to work; Increasing new cases in our area, defined as zip codes with >5% of our patrons residing: 48427, 48465, or increasing county cases if information not available.

**Ending:** All orders and directives prohibiting Stage 2 activities have been lifted; Decline in new cases in our area for 14 days.

**Hours:** The library will be open during normal hours for curbside and appointments.

**Staff:** Director reports in-person, Staff may report in-person at their discretion. One staff member will be present in-person to provide in-person services that cannot be offered remotely.

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

Procedural Considerations:

**Administrative Controls**

1. Staff will complete health screening while dictated by orders or directives. 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 orders and directives 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 patron information. 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
  - d. Restroom

### **Materials**

1. Materials will be returned to the book drop, handled with gloves (if desired), and handled according to quarantine procedures in Appendix I.

### **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 orders or directives prohibiting the following activities have been lifted; Decline in new cases in our area for 14 days.

**Ending:** More than 5 people allowed in the building; ~~Continued 14 day decline in cases.~~

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

**Staff:** Director and Staff report in library. One staff member will be present in-person to provide in-person services that cannot be offered remotely.

**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 or directive.. One household at a time will be permitted entry.
2. Chairs will be set up outside at least 6' apart for those waiting to enter.
3. Computer help will be given verbally and/or through screen sharing
4. No pens or pencils will be left out for patron use. They will be loaned upon request and disinfected.
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.

### **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. One box fan and HVAC system fan will bring outside air into 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 with gloves if containing any potentially hazardous items.
10. The following will be cleaned and disinfected at each shift change:
  - a. Doorknobs
  - b. Computer area
  - c. Restroom
  - d. Circulation desk
  - e. Hand sanitizer dispensers
  - f. Furniture
  - g. Plastic barriers
  - h. Staff phone
  - i. Staff computer area
  - j. Copier/Fax/Scanner

## **Materials**

1. Circulating materials will be quarantined. See Appendix I.
2. One of each type of informational material will be left out for patrons and replaced by staff.
3. Newspapers will be available upon request.

## **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.
2. A sign will be placed by the front door if the library is at capacity. Waiting areas will be marked with chairs.
3. Masks will be made available for patrons and may be required by order or directive.
4. Anyone experiencing symptoms will be asked to leave or sit at the back table.
5. Patrons and staff will be alerted to any previous contact with person(s) displaying symptoms. No identifying information will be given.
6. Patrons and staff shall observe 6' social distancing.
7. Patrons shall observe CDC cough etiquette.
8. Patrons shall wash hands or use sanitizer after coughing or touching their face.
9. Patrons shall leave the light on after using the restroom



**Stage 3:**

**Beginning:** Orders and directives allow more than 5 patrons in the library; >1428 day decline in new cases

**Ending:** No new county cases for 14 days Declining cases and 65% of eligible population vaccinated.

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

**Staff:** Report in library.

**Services:** All

WiFi available outside of the building.

Procedural Considerations:

1. All previous stage Procedural Considerations, increased capacity

**Environmental (Engineering) Controls**

1. Chairs will be removed to ensure 6' distance between all chairs and stacks
2. Patron Computers will be moved to the following locations:
  - a. Patron Computer 1: Move to computer station currently holding magazines
  - b. Patron Computer 2: Two spaces over from Patron Computer 1
  - c. Patron Computer 3: Move to back table

**Patron Matters**

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:** Normal

**Services:** All

Procedural Considerations:

1. All previous stage Procedural Considerations

**Environmental (Engineering) Controls**

1. The following will be cleaned and disinfected at each shift change:
  - a. Staff phone
  - b. Staff computer area
  - c. Copier/Fax/Scanner



**Patron Matters**

1. Small indoor programs with strict social distancing may occur.

**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.

**Environmental (Engineering) Controls**

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

**Materials**

1. MeL materials will be handled with gloves (if desired). DPL materials returned through MeL will be quarantined for 24 hours, cleaned, and disinfected unless otherwise directed.

**Patron Matters**

1. Increased program capacity.

**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. Larger events permitted.

**Appendix I: Quarantine Procedures**

- All incoming materials will be quarantined in daily labeled areas with appropriate spacers between materials.
- Quarantine Timeframes:
  - DPL materials-3 days
  - MeL and incoming unpackaged materials-3 days
  - Newspapers-24 hours
  - Incoming packaged materials-no quarantine, ensure hands are sanitized after opening package and before touching material
- After quarantine, all DPL materials with any protective coating will be wiped with alcohol
- 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: Clean and sanitize with disinfectant





## **Appendix II: 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)
- 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
- Curbside/Delivery bags: Submerge in hydrogen peroxide solution and allow to dry

Updated 04/17/2021