

PLYMOUTH PUBLIC LIBRARY REOPENING PLAN

Below is the detailed plan for phasing in/out library services. The library may revert to previous phases at any time based upon a mandate or recommendation from public health or government officials on the local, county, or state level.

This plan was created based off of the Sheboygan County Safe Restart Guidelines and consultation with other libraries.

Our current procedure is to 1. Prioritize the safety and health of our staff and community members; 2. Continue serving our community's informational needs as best we can; 3. Plan for any changing circumstances should they become apparent.

Libraries are places that have a high potential to spread COVID-19. The modern public library is a community hub and public education center. They remain one of the most popular public spaces and provide high levels of personal service. Libraries have moved well beyond the basic services of checking out library materials and now offer so much more, including computer help, reading programs, entertainment, or just a place to sit and use Wi-Fi. Public libraries are spaces where everyone can move about, socialize, and create their own space in a manner that best serves them. Under our current circumstances, this is no longer possible.

For the foreseeable future, all staff and patrons are asked to follow the guidelines from the CDC as listed below:

- Cover any coughs and sneezes with your elbow.
- Wear a cloth face covering (*also recommended by the Sheboygan County Health Department*).
- Use hand sanitizer provided by the library.
- Maintain at least 6 feet of physical distance from staff and library patrons whenever possible.
- Do not enter the library if you are sick and experiencing fever, coughing, sneezing, body aches, etc.

REMEMBER: The library can only remain open as long as our staff stays healthy.

We would also like to remind community members that the library is a public space and cannot guarantee a germ-free environment or germ-free materials. Please consider the risks of a public space when using the Library.

Phase 1: LIBRARY CLOSED

The library will go to phase one if we receive a mandate or recommendation from public health or government officials on the local, county, or state level. Or, if our staff has been told to quarantine by the public health department or tests positive for COVID-19.

During a phase 1 period, the library will be closed to the public and staff.

Phase 2: LIBRARY CLOSED TO PUBLIC BUT CURBSIDE PICKUP AVAILABLE

The library will go to phase two if we receive guidance or recommendations from public health or government officials on the local, county, or state level to limit our services.

During a phase 2 period, the library will be closed to the public but the library will offer curbside pickup of library materials.

Phase 3: LIBRARY OPEN TO ESSENTIAL IN PERSON SERVICES AND CURBSIDE PICKUP

The library will go to phase three if we receive guidance or recommendations from public health or government officials on the local, county, or state level that allow for more service offerings.

Limited library services will be available as soon as we have the right safeguards in place to ensure the safety of staff and community members. The date is still to be determined.

Community members will be allowed into the library on a first-come, first-served basis. We will be enforcing 25% capacity to ensure social distancing.

Hours of Operation:

To allow for staff to clean surfaces, and limit interactions with patrons doing normal tasks such as re-shelving materials, the library will have limited hours:

Monday – Thursday 10:00 am – 6:00 pm | Friday 10:00 am – 5:00 pm | Saturday 10:00 am-1:00 pm

During a phase 3 period, the library will be open for essential services. These include:

- Browsing for materials
- Printing, photocopying, faxing
- Internet access

Detailed description of our limited services:

- Please limit your in-person visit for browsing, copying, faxing to 30 minutes per day.
- Public computer use will be limited to one hour per day. Computers are available first-come, first-served.
- Please limit use of the Wi-Fi within the building to one hour per day. Please note: The Wi-Fi signal can be reached in the parking lot across the street.
- Because we need to limit the number of people in our children's area to 6, access to the children's area may be in demand. Please call ahead to make sure that you will not have to wait in line for access.
- Please limit the number of family members that visits the library as each member of your family will take up one of our occupancy slots.
- We encourage seniors and those who are vulnerable to continue to use our curbside pickup service.
- Special hours reserved for vulnerable community members: Thursdays from 9:00 am-10:00 am entrance to the library is reserved for elderly guests, pregnant women, and those defined by the CDC as vulnerable or at-risk. If you do not identify with these groups, we ask that you visit the library at other times. Thank you for your understanding.
- If we do reach building capacity, we will ask community members to make a line outside of the library. There will be a sign on the front door that will notify community members if we are full before you enter the library.

Services not offered at this time:

- No events or programs or gatherings of any kind.
- Seating is allowed in designated places.
- Toys, games, puzzles have been removed from the Children's Library.

Phase 4: SLOWLY RAMP UP TO PRE-COVID LEVELS

The library will go to phase four if we receive guidance or recommendations from public health or government officials on the local, county, or state level that allow for more service offerings than offered in phase three.

This may include slowly allowing more people into the building. We will also evaluate when the library can safely allow for larger gatherings in the meeting room. Additional services and possible restrictions will be determined as more information becomes available.

Please note that this plan is a guideline only. Procedures are subject to change at a moment's notice. Phases may be implemented in order, skipped, or reverted back to if prudent.