

Reopening Policy

I. **Purpose.** Michigan public libraries have been closed to the public pursuant to a series of executive orders. The Library anticipates that those restrictions will be lifted and the Library may once again resume public library service. This Policy establishes the steps the Library may take and the protocols the Library may put in place to protect the Library, staff, and patrons when the Library reopens.

II. **Resuming Library Service.** Before 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 Protocols.** The Library Director, with the recommendations of the Facility Services Department Head, will establish and follow reasonable cleaning protocols, including the regular cleaning of objects and areas that are frequently used, such as restrooms, public computers, staff work areas, conference rooms, door handles, frequently touched surfaces and railings. This may include removing objects and material from public areas and wiping down surfaces. The cleaning protocols may change as the health and safety issues evolve or as the Library moves through the phases of reopening.

B. **Returned Material.** The Library Director, with the Circulation Department Head, will develop a protocol for addressing returned material. This may include quarantining returned materials for specific periods of time.

C. **Assess Needs.** The Library Director and Department Heads will meet to assess the condition of the Library and the tasks that need to occur prior to opening the Library to the public and for each phase of reopening. This includes making sure the Library has the proper protection equipment such as hand sanitizer, gloves, masks or other similar equipment.

D. **Social Distancing.** The Library Director will take steps to implement social distancing protocols if required by law or the Reopening Plan. This may include removing or rearranging chairs and computers, blocking areas/furniture, installing Plexiglas shields, marking areas to indicate social distancing of 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 protocols will be established in the Reopening Plan for each phase.

E. **Notice to Patrons.** The Library Director shall post notices in the Library and on the website to inform patrons of the proper library building conduct for the current phase of the Reopening Plan.

III. **Reopening Phases.** The Library Board adopts the reopening plan attached as Exhibit A (“Reopening Plan”) to this Policy as the basic structure for the reopening phases 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.

IV. **Director’s Role; Authority.** The Library Director or his/her designee will monitor and coordinate events surrounding the reopening. The Library Director has the authority over the following:

A. **Modifications; Reopening Phases.** The Library Director may modify in writing any services, safety protocols or other parts of the Reopening Plan. The Library Director also may determine when it is an appropriate time to move on to the next phase either in whole or in part.

B. **Staffing Levels.** The Library Director has the authority to address and determine appropriate staffing levels for each phase 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 cancel or limit programs or services to ensure the safety and security of staff and patrons. This includes cancelling scheduled meetings and programs 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. The Library Director will inform the Library Board President of the determination to close and the proposed duration of the closure. 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 phases of the Reopening Plan, close the Library, or adopt additional protocols may be based on recommendations made regarding the outbreak by local health officials, the state of Michigan, the Library Board, or other reputable sources.

V. **Enforcement.** Only the Library Director or his/her designee has the authority to suspend or limit patron 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.

Policy approved: June 16, 2020



Library Reopening Plan - Exhibit A

Bloomfield Township Public Library looks forward to reopening library services with a focus on the health and safety of both staff and patrons. This will be a phased response to the pandemic and will model the [Michigan Safe Start Plan](#). The Library will adapt its phases in accordance with recommendations from local, state and federal authorities. At times, it may be necessary to move back and forth between the phases dependent on several factors, including government recommendations, changes in illness in the area, and at the Library Director's determination.

The following is the reopening plan approved by the Bloomfield Township Library Board of Trustees. 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 Phases include:

- A. Patrons should not enter the Library with symptoms of an infectious disease.
- B. The Library shall provide notice in the Library of patron responsibilities currently in effect. The Library Director has authority to approve the responsibilities and notices.
- C. Any requirements for staff safety precautions will be adopted separately and the staff will be informed.
- D. The Library Director, with the recommendations of the Facility Services Department Head, shall determine the cleaning protocols for all phases.

The following is a summary of the phased approach to reopening the Library. A more detailed plan follows. The Library's goals in creating this plan are as follows:

1. Keep everyone safe and healthy
2. Introduce and continue a phased response to the pandemic as recommended
3. Provide excellent library service under extenuating circumstances



Phase One: Building Closed

While the building and drive up return are closed, the Library remains open. This includes:

- eResources, downloads, eCards available via www.btpl.org
- Extended due dates and library card expiration dates
- Talk to a librarian by email
- Virtual programming available

Phase Two: Contactless Service

The Library is open for curbside service, with reduced operating hours, and:

- Drive up return is open 24/7
- Talk to a librarian by email or phone
- Library By Mail delivery service available
- Returned material quarantined for 72 hours
- Virtual programming available

Phase Three: Controlled In-House Service

The Library is open to a limited number of patrons and by appointment.

- Advise individuals to stay home if ill
- Social distancing in place
- Plexiglass shields at all public service desks in place
- Appointments available for computer use
- Quick browsing of library materials to borrow and continued curbside service by appointment
- No use of the Commons, Vending Cafe, meeting rooms, or study rooms
- Talk to a librarian by email, phone or in person by appointment
- Returned material quarantined for 72 hours
- Virtual programming available



Phase Four: Limited Service

The Library is open without an appointment, but still with limited capacity and social distancing.

- Advise individuals to stay home if ill
- Plexiglass shields at all public service desks in place
- Socially distanced and limited seating available
- Study rooms limited to one person at a time
- No use of meeting rooms
- Browsing and continued curbside service by appointment
- Talk to a librarian by email, phone or in person
- Returned material quarantined for 72 hours
- Virtual programming available

Phase Five: Cautious Full Service

The Library is open regular hours for cautious full service, including:

- Follow general safety guidelines
- Continue regular cleaning
- Advise individuals to stay home if ill
- Regular programming resumes
- Study rooms, meetings rooms, Vending Cafe, and Commons area open

Bloomfield Township Public Library Phased Service Plan

	PHASE 1 : BUILDING CLOSED	PHASE 2 : CONTACTLESS SERVICE	PHASE 3 : CONTROLLED IN-HOUSE SERVICE	PHASE 4 : LIMITED SERVICE	PHASE 5 : CAUTIOUS FULL SERVICE
Hours of Service	Building and drive up returns closed	Reduced hours for staff and patrons; drive up returns available 24/7	To be determined	To be determined	Resume regular hours
Staff Scheduling	only essential staff allowed in building carrying Director note; book drop closed; work from home; check email daily	all staff (no volunteers) scheduled in building, staggered shifts and workstation changes to enforce social distancing; choose email/jabber over in-person contact between staff; breaks/meals throughout building and capacity limits in lounge	All staff(no volunteers) scheduled in building; staggered shifts and workstation changes to enforce social distancing; choose email/jabber over in-person contact between staff; breaks/meals throughout building and capacity limits in lounge	all staff scheduled in building; restrictions to be determined. Limited # of volunteers permitted in	all staff and volunteers scheduled in building
Staff PPE	n/a	masks required except when alone in closed-door office; gloves available for handling materials; face shields available	masks required except when alone in closed-door office; gloves available for handling materials; face shields available	masks required except when alone in closed-door office; gloves available for handling materials; face shields available	optional gloves/masks
Personal Health/ Safety Measures	let supervisor know if you become ill	see staff expectations form; stay home if sick, take temp and report to supervisor for health questionnaire at start of shift; sick staff must notify supervisor and follow flow chart	see staff expectations form; stay home if sick, take temp and report to supervisor for health questionnaire at start of shift; sick staff must notify supervisor and follow flow chart; Plexiglas shields and 6-foot social distancing mats at patron service points	To be determined; some staff expectations may be loosened; Plexiglas shields and 6-foot social distancing mats remain in place	social distancing encouraged but optional; hand-washing and covering coughs/sneezes expected
Clean/Disinfect	essential Facility Services staff working to stock supplies (including PPE) and disinfect building	see staff expectations form; clean your workstation and high-touch areas; Facility Services staff implement enhanced cleaning protocols to reduce staff risk	see staff expectations form; clean your workstation and high-touch areas; Facility Services staff implement enhanced cleaning protocols to reduce patron and staff risk	sanitation supplies available ; staff clean computer stations every hour	resume regular cleaning protocols; increased presence of sanitation supplies
Materials handling	designated staff handling essential deliveries; no drive up returns	quarantine returns 72 hours; wear gloves when handling materials	quarantine returns 72 hours; wear gloves when handling materials	quarantine returns 72 hours; wear gloves when handling materials	resume regular handling; gloves optional
Patron services	virtual only; no physical returns/checkout; due dates and card expiration dates extended; holds frozen	virtual plus contactless services including phone service, drive-up and curbside service and library-by-mail	Quick browsing; computer use and reference services by appointment; no table/chair/study/meeting room use, continue curbside service	appointment access for some services (curbside service, limits on capacity and length of stay to be determined, reduced and distanced table/chair use	full service; reinstate interlibrary loan services, cafe/vending, meeting room use, in-person programming, outreach services resume
Patron PPE / Safety	n/a	n/a (contactless service)	masks required; increased presence of cleaning/disinfecting supplies. Social distancing in place	masks encouraged; increased presence of cleaning/disinfecting supplies. Social distancing in place	relaxed encouragement of masks and social distancing. Stay home if sick