

## Huntington Woods Library Reopening Plan

- Phase 1:
  - Meetings, events, and programs are canceled through Labor Day.
  - Develop curbside pickup plan.
  - Staff will continue frequent cleaning procedures.
  - Plastic barriers (Plexiglas) will be installed on the circulation desk, reference desk and youth services desk to limit person-to-person contact with staff and patrons.
  - Number of chairs around tables/computers/etc. will be reduced to prompt social distancing.
  - Toys and games will be removed from the children's area
  - Store furniture in Knox Room, post sign on Knox Room door that this area is for authorized personnel.
  - Decals will be added to the floors 6ft apart to prompt social distancing.
  
- Phase 2:
  - Curbside pickup begins. Curbside hours are 11-3, Monday through Thursday.
  
- Phase 3:
  - Library opens to public and part-time employees return to work
  - Library hours will be modified. Library Hours are 10-6, Monday through Thursday, and 10-1, Friday.
  - Number of people permitted in the building will be limited based on recommendations from the State of Michigan. The ratio is 25% of capacity, 12 people will be allowed into the building, including staff.
  - 10-12 Monday and Thursday will be dedicated time for vulnerable populations, which for purposes of this order are people over 60, pregnant women, and those with chronic conditions like heart disease, diabetes, and lung disease.
  - Circulation desk will be the only staffed service desk (librarians will also help from that desk).
  - Signs encouraging social distancing and best practices will be prominently posted throughout the building.
  - Staff will wear masks and gloves when interacting with the public.
  - Staff will continue frequent cleaning procedures. The circulation clerk will clean the front desk and the self-check machine, the reference librarian will clean the handles in the restrooms and the front door handles hourly.
  - The number of available public Internet computers will be reduced, and the usage times will be shortened.
  - Staff will wear masks while inside the building with other staff present.
  - Staff shifts will be staggered to limit the number of people in the building at a given time.
  - Staff will use the same computer for the duration of their shift.
  - Signs will be posted on the front door that masks are required for entry, if a patron does not have one, one will be provided.
  - Close inside drop box, all returned materials will be in one drop box. Materials will be quarantined for 48 hours before handling.
  
- Phase 4:
  - We will resume normal activities