

Library Re-Opening Plan

Following Governor Burgum's Declaration of a State of Emergency on March 13, 2020 and Mayor Brown's Declaration of Public Health Emergency on March 16, 2020 due to the COVID-19 pandemic, the Grand Forks Public Library closed to the public beginning March 17, 2020. The library closed in an effort to do our part in keeping our community safe and slowing the spread of COVID-19.

The Library Board and/or Director will consider the following when determining moving from one phase to another in the library re-opening plan:

1. The Governor's State of Emergency has been lifted and the Governor has approved statewide re-opening of all businesses
2. The Mayor's Public Health Emergency has been lifted and the Mayor approves local re-opening of all businesses
3. City and/or County offices are reopened.
4. State and local risk level indicators have been determined to be moderate or low.
5. The library has access to the necessary materials and staffing to maintain high hygiene standards while able to run all of its core operations.

In order to re-open the library in a safe and efficient manner, a phased re-opening is planned. The primary consideration in this plan is maintaining the safety of library patrons and staff while finding ways to provide necessary services that the library is uniquely positioned to perform.

At any point, the Library can move forward and back between phases of the plan as warranted.

In all phases of the re-opening plan, the Library will implement the following:

1. Thorough and frequent hygiene procedures for cleaning and disinfecting common areas, including self-checkout machines, handrails, keyboards, etc.
2. Staff required (encouraged in later phases) to wear protective gear such as masks and gloves while administering public services
3. Continuing to allow teleworking where it makes sense from an operational standpoint, especially for at-risk employees.
4. Offer designated service hours for vulnerable populations to use the library
5. Hybrid phases on various days may be utilized.
6. Will request all people entering the library to wear a mask and will provide a mask to those without one.

	Health Emergency Shelter in Place	Phase 1 <15 People Staff Only	Phase 2 <30 People Incl. 20 Staff	Phase 3 <50 People Incl. 20 Staff	Phase 4 No Restrictions
Library Building	Closed	Closed to the public	Open with <30 allowed Household groups flexibility Vulnerable user hours offered	Open with <50 allowed Household groups flexibility Vulnerable user hours offered	Open Vulnerable user hours offered
Library Staff	Staff work from home Essential staff in-house for critical tasks	Staff work in shifts Strong social distancing Staff wearing PPE Vulnerable staff work from home	20 staff members per shift Strong social distancing Staff wearing PPE Vulnerable staff work from home	Normal staffing with emphasis on hygiene Staff PPE encouraged Vulnerable staff work from home	Normal staffing with emphasis on hygiene Staff PPE encouraged
Hours of Operation	Closed	Limited hours for holds pickup Mon/Weds/Fri 11-1 and 4-6	Limited Hours M-F; Subject to change Alternating days offering curbside pickup or open to the public by appointment	Regular hours; open to the public	Regular hours
Materials	Online only	Online encouraged Stacks closed	Online encouraged Stacks open	Online encouraged Stacks open	Online available Stacks open
Holds	E-resources only	Curbside pickup of holds during limited hours	Self-pickup of holds Curbside pickup of holds during limited hours	Self-pickup of holds Curbside pickup of holds during limited hours	Normal pickup Curbside pickup of holds may continue
Checkouts	E-resources only	Curbside pickup of holds during limited hours	Self-checkout only Staff PPE and social distancing	Self-checkout encouraged Staff PPE and social distancing	Normal checkouts Self-checkout available Staff PPE encouraged
Returns	Book drops closed No returns accepted Due dates extended Late fees waived	Book drops open Returns accepted Returns quarantined 72 hours Due dates extended Late fees waived	Book drops open Returns accepted Returns quarantined 72 hours Due dates reinstated Late fees waived	Book drops open Returns accepted Returns quarantined 72 hours Due dates reinstated Late fees reinstated	Normal

Meeting Room Use	None	None	None	Limited	Limited
Services Offered	Online resources E-mail communication	Online resources Phone and e-mail communication	Online resources Fax/copy by appointment Phone and e-mail communication No newspapers, magazines, toys, puzzles, LEGOs, etc.	All services No newspapers, magazines, toys, puzzles, games, LEGOs, etc.	All services and most materials Gradually reintroduce newspapers, magazines, toys, puppets, LEGOs, games, etc.
Internet	Library Wi-Fi 24/7	Library Wi-Fi 24/7	Library Wi-Fi 24/7 Five computers for 30-minute use by appointment Keyboard covers used	Library Wi-Fi 24/7 Physically distanced computers (alternate) Keyboard covers used	Library Wi-Fi 24/7 Computers open
Tech Help	None	Via phone or email	With strong social distancing and/or via phone	With strong social distancing	Normal with staff PPE recommended
Programs Offered	Virtual only	Virtual only	Virtual only Make and take materials	Virtual continue Limited in-person programs with strong social distancing Make and take materials	Normal programs, beginning with small groups pre-registering and social distancing
Outreach	Online only	Online only	Limited to <10 people With social distancing Materials drop off	Limited to <30 people With social distancing Materials drop off	Normal
Materials Purchasing	Primarily e-resources High-demand physical new releases No music CDs	Increase physical purchases Continue e-resources No music CDs	Increase physical purchases Continue e-resources	Normal purchasing	Normal purchasing
Materials Processing	Extremely limited	Begin catch up on backlog	Normal	Normal	Normal
FOL Donations	Not accepted	Not accepted	Not Accepted	Accepted on certain days by appointment with 72 hour quarantine	Accepted Donations of >1 box by appointment only