



Parke County Public Library

PCPL PHASED REOPEN (WORKING POLICY)

The Indiana State Library has asked public libraries to put forth a policy to begin offering limited essential services when the governor releases the stay at home order. Most recommendations from the governor's staff, American Library Association, Board of Health and the CDC suggest some or all of the following, realizing that each library has different needs and health concerns.

This is a working policy and is subject to change given the circumstances.

May 4 – May 23 (Indiana Stage 2)

Phase 1 – Only CURBSIDE and Appointment Only Computer Usage will be offered.

- Tuesdays and Thursdays 10 am – 2pm, unless demand requires longer hours.
- Call ahead/Curbside pickup available
- Curbside iPad use will still be offered.
- Document services available upon request (by phone message/email and we can copy and fax documents without patron coming into the building). Print pickup also available if patron has printed to print@ricohprintcloud.com.
- Evergreen Indiana, SRCS, and interlibrary loan will be available for the public (Beginning May 11).
- No meeting room usage
- No in-person programming. Virtual story/craft times will continue. Digital SRP programming will begin Friday May 29th with drop-off SRP programming will beginning Monday June 1st.

Social Distancing/Sanitation Measures:

- Staff is asked to wear masks; gloves as well depending on the task.
- Patrons who enter the building to use the computers are asked to wear masks.
- Maintain social distance between staff and patrons of the minimum 6 feet.
- Computer keyboards will be covered in cellophane and the mouse with sandwich bags. These will be changed between patron use and all hard surfaces surrounding the computers will be sanitized between patron uses.
- Hand sanitizer, Clorox wipes, and gloves will be available for public use.
- Staff must sanitize before and after each transaction.
- All materials checked out during this time must be placed in a plastic library bag, folded closed, with the patron's name written visibly on the bag.
- All returned materials must be placed in the drop box, including audio/visual materials. Staff will check the box twice daily. Materials that are returned must be placed on a table and covered with plastic. Materials must be quarantined up to 72 hours and then wiped down with Clorox wipes and checked in before returning to shelving location.



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May 24 – July 4 (Indiana Stage 3/4) [Tentative]

Phase 2 – Enhanced Essential Services

- Extend to regular hours.
- Continue call ahead/Curbside pickup.
- Continue document services (by phone message/email and we can copy and fax documents without patron coming into the building). Print pickup also available if patron has printed to print@ricohprintcloud.com.
- No gathering limits, but social distancing still in effect.
- Meeting room will be available. Meeting room attendees must maintain social distancing requirements.
- No in-person programming.
- Adult computers will be separated to six (6) foot distance. We are limiting patrons to 45 minutes to use computers. Will make exceptions if needed.
- Staff will sanitize hard surfaces hourly and computers after each use.

Children's and YA Area Recommendations:

- Children's/YA room will be limited to 10 people at a time each maintaining social distancing. This will be hard with small children but most will understand the necessity.
- No in-person programming. Virtual story/craft times will continue. Drop-off SRP programming will continue.
- Children's iPads will be made available for use in their cases rather than mounted to the table to allow distance and they are easy to sanitize.
- Toys, games, puzzles, etc. will remain in storage.

Social Distancing/Sanitization Measures:

- Maintain social distancing between staff and patrons.
- Furniture will be moved to maintain social distancing.
- Markings will be placed on the floor for lines to circulation desk, masks will be provided for patrons when they enter and will be returned when they leave, and additional spacing may be created in front of the circulation counter.
- Have hand sanitizer available throughout the building as supplies last. We may have to make our own when supplies are depleted.
- Use Clorox wipes to wipe down all materials and computer stations.
- Use bleach/water mixture to wipe down hard surfaces.
- Staff every hour will sanitize circulation desk, any computer used (after the patron is finished), children's iPads, stair rails, elevator buttons, toilet handles, door handles, and new item shelving.
- All materials will continue to be returned to outside drop box with above listed procedure to sanitize and clean materials.



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July 4 – end of 2020 (Indiana Stage 5) [Tentative]

Phase 3 – All Services Restored

- Anticipate full work schedules, but workflow, duties, spaces, etc. may still be impacted.
- Full access to the building – customers using the majority of the building, but complying with government/health professional recommendations.
- “Welcome Back” celebration planned.

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
First Version	Approved	PCPL Board	5/8/2020