



Library Reopening - Phase 3

Phase 3 allows patrons into the building. **All Phase 1 and 2 services and health protocols continue** with the addition of:

- Add a third public access computer, no appointment necessary, with a time limit of 15 minutes. This machine will be used by people who just need to print a document or check email. Computer will be sanitized between each use
- Limited outdoor programming. Each program to be preapproved by Director and BOT

Library Facilities

- See Appendix A-0 thru A-2
- Hours:
 - Monday, Wednesday and Friday 9:30 AM to 4:45 PM
 - Tuesday and Thursday 9:30 AM to 8:45 PM
 - Saturday 9:30 AM to 1:00 PM
- Public restrooms - closed
- Post specific reopening dates, times and services to newsletter, social media and website

Vital Functions

- Children's Room – increase occupancy to 15 people total in the room at a time

Staff

- Review and discuss RML Phase 3 Reopening Procedures (this document)
- All staff will have the ability to work at the library and remotely at Director's discretion
- Re-emphasize the importance of staying home if unwell
- Director shall be notified of reason for all absences
- All staff will notify Director regarding travel plans that will take them out of state
- Emphasize to staff to stay home when ill or if exposed to someone who is ill