

Reopening Buildings and Reimagining Libraries:

WLS Phased Planning OVERVIEW

WLS advises libraries to speak with their local public health officials, insurance provider, and their attorney about steps they should take to mitigate risk and liability to staff and the general public before reopening library buildings or offering curbside service.

What are the primary functions that your community needs at each phase? Survey community partners, town, and/or municipality to assess needs and priorities.

Primary functions >> space and staffing considerations

For example, if your primary function is circulating materials,

- What physical needs are needed to maintain social distancing at the circ desk?
- What is needed for hygiene? Where will supplies be stored and made available?
- What is needed and where will returns be stored during quarantine? What is the minimum quarantine time?

For example, if your primary function is to provide job development service,

- How are computers spaced so that social distancing is maintained?
- Will you provide cleaning materials to patrons for use at the beginning of sessions?
- Who will clean printers and peripherals and how will they do it?
- How will staff maintain distancing while helping patrons?

WLS Phased Implementation Overview

each phase is approximately 2 - 4 weeks long

Phase 0: now - based on Governor (governmental) declaration

Core Services: Communication to Public and Access to Digital/Virtual Resources

Virtual public services only

- Physical location, including book drops, closed
- Staff provide virtual service through remote access
- Public access to digital content and virtual programming

Phase 1: 1-2 weeks - triggered by Governor (governmental) declaration

Core Services: Limited staff on site to Assess and Create Safe Work and Public Environment

(In parallel with Phase 0 patron services)

- Staff only in physical location; all book drops closed
- Assess physical plant, equipment, PPE, and cleaning needs; order and purchase
- Plan and implement social distancing and cleaning policies and strategies
- Set up guidelines and workflows for handling materials and quarantines

Phase 2: 2- 4 weeks - triggered by Governor (governmental) declaration

Core Services: Limited introduction of public on site for circulation services

(continues Phase 1 implementation with additions)

- Limited staff and public in physical location; book drops open; stacks closed and limited access to children's areas
- Mediated access to materials; limited circulation
- No on-site programming
- System delivery restarts

Phase 3: 2-4 weeks - triggered by advisement of governmental entity

Core Services: Limited introduction of public programs and public computing

(continues Phase 3 implementation with additions)

- Implement Public Computer use
- Limited access to meeting and study rooms
- Hold limited, small group programs
- Implement consortium-wide hold filling

Phase 4: triggered by advisement of governmental entity

Core Services: Robust hybrid blend of digital and physical public programs and spaces

(continues Phase 3 implementation with additions)

- Assess and balance online and on-site programming and services

Possible Phase 5: Rescaling to earlier phase or 2nd closure in the event of resurgence of the virus