



Phased Library Reopening Plan

In response to COVID-19

The COVID-19 global pandemic has forced the McKenzie County Public Library to temporarily close its doors to the public. During this time the Library has continued to promote virtual services, while continuing to expand current offerings. In an effort to reestablish services to the community, the Library has developed the Phased Library Reopening Plan for the McKenzie County Public Library.

The purpose of the Phased Library Reopening Plan for the McKenzie County Public Library is to allow for the safe return of Library services to the residents of McKenzie County. Each phase outlined in this document is dependent on directives received from Local, State and Federal agencies in response to COVID-19.

The McKenzie County Public Library remains dedicated to the safety of all Library guests and staff. Therefore, the Library will continue to monitor and assess the ever changing situation that is COVID-19 in order to maintain a safe environment for all.

All policies and operating procedures adopted by the McKenzie County Public Library shall remain in place unless otherwise listed herein.

Additional Resources:

- CDC Guidelines for Businesses and Employers:
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>
- North Dakota Department of Health Recommendations and Resources for the Public
<https://www.health.nd.gov/diseases-conditions>
- People Who Need to Take Extra Precautions per the CDC
<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html>

<p>Phase One: The Library is closed to the public</p>	<p>Conditions:</p> <ul style="list-style-type: none"> • Veteran’s Memorial Building and the Library are closed to the public with all doors locked • Hours of operation are Monday through Friday from 10:00 AM – 6:00 PM • Disinfecting of workspaces, counters, commonly touched surfaces, etc. as supplies allow • Personal Protective Equipment is made available to staff • Acceptance of donations are suspended • In person programming, proctoring services, office services, and use of the Sanford Room are suspended • Returned materials are disinfected or quarantined for 72 hours <p>Services:</p> <ul style="list-style-type: none"> • Virtual programs and reference services • Electronic Library Cards can be issued via telephone • Implementation of a virtual Summer Reading Program • WiFi remains on without interruption • Exterior book drop available • Material checkouts suspended, returns accepted only via book drop • Renewal limits waived <p>Staffing:</p> <ul style="list-style-type: none"> • All staff reports to the Library, working Monday through Friday for 8 hours each day • Screening of staff to be conducted daily upon arrival to work <p>Measures:</p> <ul style="list-style-type: none"> • Governor Burgum approves the Executive Order regarding business closures
<p>Phase Two: The Library remains closed to the public with contactless pickup available</p>	<p>Conditions:</p> <ul style="list-style-type: none"> • Veteran’s Memorial Building is open to the public while the Library remains closed <p>Services:</p> <ul style="list-style-type: none"> • Checkout limit of 5 items per family • Hard to clean circulation materials will be temporarily removed from the collection • Contactless pickup available • Promotion of a virtual Summer Reading Program <p>Prerequisites:</p> <ul style="list-style-type: none"> • Sufficient supply of disinfectant, gloves, and hand sanitizer • Permission from the City of Watford City to once again open the Veteran’s Memorial Building • Public restrooms made available per the ND Smart Restart Reopening

	<p>Guidelines</p> <ul style="list-style-type: none"> • Janitorial staff resumes <p>Staffing:</p> <ul style="list-style-type: none"> • No change <p>Measures:</p> <ul style="list-style-type: none"> • Restrictions pertaining to businesses in North Dakota begin to ease
<p>Phase Three: The Library is available to the public for basic services by appointment only</p>	<p>Conditions:</p> <ul style="list-style-type: none"> • Veteran’s Memorial Building is open to the public while the Library remains locked • Access to the Library is available by appointment only for basic checkout services, appointments must be made via telephone • Operating hours remain Monday through Friday from 10:00 AM – 6:00 PM with the hours of 10:00 AM – 12:00 PM to be reserved for those considered to be in the vulnerable population category as outlined by the CDC • Visitors will be limited to one visit per day that shall not exceed 30 minutes • Visitors will be asked screening questions upon request of an appointment and again upon arrival • Visitors will be required to wear a face mask while in the Library • Only the individual that made the appointment will be allowed into the building • A log of all visitors will be kept, including name and phone number, to allow for contact tracing if the need should arise • Individuals under the age of 12 will not be permitted in the Library • Limit Library access to 10 individuals at any time, including staff, space permitting • Visitors will only have access to the entryway up to and including the Circulation Desk with the remainder of the Library roped off • Material returns will only be accepted via the book drop • Children’s area furniture and plush toys to be removed and stored • Seating will not be available • Plexiglass barriers will be utilized at the Circulation Desk • Hand sanitizer and gloves will be made available to Library guests <p>Services:</p> <ul style="list-style-type: none"> • Card Catalog • Staff is available to assist guests with reader advisory and retrieving requested materials from the shelves • Renewal limits return to a maximum of 2 <p>Staffing:</p> <ul style="list-style-type: none"> • No change

	<p>Prerequisites:</p> <ul style="list-style-type: none"> • Sufficient supply of disinfectant, gloves, and hand sanitizer • Janitorial staff resumes cleaning the Library • Personal Protective Equipment (PPE) made available to patrons, such as disposable face masks • Medical grade keyboard to be purchased for the Card Catalog computer <p>Measures:</p> <ul style="list-style-type: none"> • McKenzie County facilities open to the public by appointment • Governor Burgum lifts business closures Executive Order • Social distancing measures are still in place • Restrictions on gatherings of 10 or more are still in place
<p>Phase Four: The Library is available to the public for basic services with restrictions</p>	<p>Conditions:</p> <ul style="list-style-type: none"> • Library to remain locked, visitors must call upon arrival for entry • Patrons may move freely throughout the Library and select their own materials • Public restrooms in the Library to be made available per the ND Smart Restart Reopening Guidelines • Library aisles to be marked as one ways, when possible • A minimum of 5 hand sanitizing stations will be placed throughout the Library • Limited seating available, with upholstered furniture sprayed each evening with disinfecting spray <p>Services:</p> <ul style="list-style-type: none"> • Communal activities, such as the community jigsaw puzzle, will be unavailable <p>Staffing:</p> <ul style="list-style-type: none"> • No change <p>Prerequisites:</p> <ul style="list-style-type: none"> • Sufficient supply of disinfectant, gloves, and hand sanitizer • Stands purchased for hand sanitizing stations <p>Measures:</p> <ul style="list-style-type: none"> • McKenzie County facilities open to the public with restrictions • Social distancing measures are still in place • Restrictions on gatherings of 10 or more are still in place
<p>Phase Five: The Library is available to the public with restrictions</p>	<p>Conditions:</p> <ul style="list-style-type: none"> • Library is open to the public while following CDC recommendations on number of persons in the building • Visitors will be limited to one visit per day that shall not exceed 45 minutes • Visitors will be encouraged to limit visits to one person per family • Sanitizing materials made available at public use computers

	<p>Services:</p> <ul style="list-style-type: none"> • Two public use computers will be available with guests responsible for sanitizing the area after use • Limited computer assistance available • Services requiring cash handling suspended • Circulation limits return to normal • Contactless pickup ceases • Quarantining of materials upon return ceases <p>Staffing:</p> <ul style="list-style-type: none"> • No change <p>Prerequisites:</p> <ul style="list-style-type: none"> • Sufficient supply of disinfectant, gloves, and hand sanitizer • Signage at computers stating acceptance of personal risk <p>Measures:</p> <ul style="list-style-type: none"> • Governor Burgum reports flattening of curve and consistent decrease in positive cases • Social distancing guidelines are still in place • Restrictions on gatherings of 10 or more are still in place or the gathering limit is increased
<p>Phase Six: The Library is available to the public with restrictions on gatherings</p>	<p>Conditions:</p> <ul style="list-style-type: none"> • Library is open to the public and resumes normal business hours • Visitation limits cease in both time and frequency • Morning hours for vulnerable population cease • Full Library access resumes for all ages • Patron names and phone numbers no longer logged upon entry • Screening questions cease • No seating restrictions • Children’s area furniture replaced • Floor markers and one way aisle markers removed • Materials can be returned either via book drop or at the Circulation Desk • Masks no longer required in the Library <p>Services:</p> <ul style="list-style-type: none"> • Full computer assistance resumes • All public use computers resume • Services requiring cash handling resume • Communal activities, such as the community jigsaw puzzle, will be available <p>Staffing:</p> <ul style="list-style-type: none"> • Screening upon arrival to work ceases

	<p>Prerequisites:</p> <ul style="list-style-type: none"> • Sufficient supply of disinfectant, gloves, and hand sanitizer <p>Measures:</p> <ul style="list-style-type: none"> • McKenzie County facilities open to the public without restrictions • A minimum of 14 straight days with no noticeable increase in statewide positive cases • Social distancing guidelines have been lifted
<p>Phase Seven: The Library is available to the public without restrictions</p>	<p>Conditions:</p> <ul style="list-style-type: none"> • Acceptance of donations resumes • Sanford Room made available • Proctoring services resume • Hard to clean circulation materials will be returned to the collection • In person programming resumes • Plexiglass barriers removed <p>Services:</p> <ul style="list-style-type: none"> • All services resume without restriction <p>Staffing:</p> <ul style="list-style-type: none"> • All staff return to normal schedule <p>Prerequisites:</p> <ul style="list-style-type: none"> • A meeting of the Library Board is called with all Board Members in agreement that the Library may resume normal operating procedures <p>Measures:</p> <ul style="list-style-type: none"> • No signs of virus rebound • Restrictions on large gatherings are lifted • Any remaining guidelines or restrictions relating to Coronavirus are lifted