**May 15, 2020**

**Yellow Status: Staff only, extreme mitigation: No in-person services, buildings remain closed to the public.**

PHASE ONE: As long as it takes to ensure maximum safety policies/procedures for your staff.

**Directors: Communicate, communicate, communicate!**

PPE for Staff must be provided: whatever you can find! Bars of antibacterial soap vs wipes (hard to find). Masks and rubber gloves.

Acquisition and speedy re-order process for cleaning supplies.

Re-entry plan and instructions for staff.

Coordinate entering, exiting.

If you have multi-stall restrooms, restrict to one person at a time.

Use signage to remind staff so new policies/procedures become habit.

Consult trauma informed care documents (OCL is working on one.) Your staff may not be “okay”.

Talk to each staff member about how they are feeling about returning to work. Are they in a high risk category? How can you make reasonable accommodations for high risk staff? Can they continue to telecommute?

Consider staff morale and mental health.

 Put procedures in place for tracking time and tasks.

Plan for alternative coverage and cross-training.

Discuss and establish areas for curbside or by-appointment pick up. Does your library have a porch? Restrict curbside and by-appointment pick up to one area, consistently.

Can you utilize the yard or parking lot? Purchase a canopy.

Plan for staggered hours, staggered shifts. Work one day, clean the next.

Plan for offering curbside or pick-up by the most compromised populations.

Establish and communicate protocol for curbside, by appointment pick-ups: masks must be worn by patrons returning materials, establish public signage.

Establish consistent ways to notify your staff of changes; your community of updates.

Provide your staff with a positive message to relay via email inquiries, phone calls, etc…

**Security:**

What directives will you give staff in dealing with hoaxers, conspiracy theorists?

Empower your staff to call 911 when they feel personally threatened.

**Staff:**

Provide PPE for staff.

Provide antibacterial hand soap and paper towels for frequent hand washing.

Establish new policies/prodedures: must wear masks, must wash hands every hour, any staff touching books must wear rubber gloves, must adhere to social distancing.

Establish staggered schedules.

Think about establishing “teams” that can rotate.

Determine which staff can continue working from home (children’s programming folks, high-risk staff members, staff members caring for elderly parents).

Any staff member that is sick must stay home.

Any staff member that has been exposed must quarantine for 14 days after notifying library director.

**Volunteers:**

Discourage volunteers until PA goes green.

Any volunteers would need to abide by PPE policies and procedures. Including social distancing.

**Buildings:**

Establish new cleaning procedures including timelines for frequency. (work areas and equipment)

Establish limitations on the number of employees in common areas.

Purchase and install plexiglass barriers for public desks. (heavy duty clear shower curtains, poster frame plastic, plastic sheeting from Lowes/Home Depot)

Mark floor in from of public desks. 6 ft for social distancing.

Eliminate seating areas.

Move public computers 6 feet apart. Provide limited public computers. Provide stand-up only stations to limit usage.

Continue to keep book drops locked.

Establish quarantine areas for books.

**Books/Materials:**

IMMEDIATELY: Any items that have been sitting in crates for 7+ weeks can be shelved, put into delivery crates, including ILL’s.

Establish quarantine protocol for books (3 days).

Use heavy-duty garbage bags vs crates. If you use carts, wipe down carts before and after.

Bag and tag materials by day in and collection. (Children’s, Adult, Other Libraries).

Please do the very best you can with the space you have. Utilize meeting rooms, children’s areas—rooms that won’t be used due to no in-person services.

**Delivery**: Move delivery crates from behind the staff desk and to an area that is conducive to contactless pick-up and delivery.

**Online Services**:

Can the library boost its wi-fi by adding access points?

What programming, activities, library services can you move to on-line? (book clubs, escape rooms, storytime, crafts using items from home).

What equipment is needed by the staff to provide online programs and activities.

Keep website and social media sites current. Repeat messages.

**District Services:**

WAGGIN Cards issued during shut-down should be mailed out vs. picked up.

**Polaris: (Integrated Library System or ILS)**

Stefanie can continue to telecommute as long as necessary.

Checking in materials: can we “delay” check in back into the PAC for 3 days after the item is scanned in? (SPARK is doing this for their libraries.)

**Holds:**

First items available for curbside/pick-up by appointment: holds that have been sitting on the shelf for the past 7+ weeks. Keep these items separate from returned materials.

Keep holds shut off until everyone is ready to launch curbside delivery options.

Restrict holds to home library collection only to discourage “travel” to other libraries outside their home community.

**Due Dates:**

Extend due dates to June 30.

July 1: add the overdues tables back in.

**Delivery:**

One driver at a time.

Must wear mask and gloves when entering libraries.

Wash hands frequently with soap and water or use hand sanitizer (if available).

Adhere to social distancing guidelines.

Libraries have been asked to utilize heavy-duty garbage bags to quarantine items for 3 days.

Staggered shifts: Tuesday/Friday; Monday/Thursday. New delivery schedule will depend on hours library are staffed. May be sporadic and inconsistent until we go green.

Delivery of items that have been sitting for 7 weeks.

Pick up of items that have been sitting at libraries for 7+ weeks.

No sorting as you go. Bring bins back to library to be sorted.

Libraries should move bins to an area devoid of staff to ensure contactless delivery/pick-up.

No delivery to Monessen. Items can be returned via ILL/UPS.

**ILL:**

Staff is to wear a mask and gloves when handling materials.

Re-activate IDS.

Not accepting ILL’s until PA goes green. Can we suspend that in the system?

Return ILL’s that have been sitting for 7 weeks.

Return items to Westmoreland from the Monessen Bin by IDS.

Any incoming packages should sit for 3 days before being opened and handled.

Investigate using IDS to ship directly to borrowers within WAGGIN.

Online Services:

OverDrive:

Continue to add extra copies to keep holds moving.

Continue to build collection.

Investigate their online card option.