



## LIBRARY REOPENING PLAN: PHASE ONE

5/21/2020

Dear Library Patrons,

The safety of our patrons and employees is a priority to the Oscar Grady Public Library. We are working to stay on top of the evolving COVID-19 situation by following guidelines from the Centers for Disease Control (CDC), WI Department of Health Services, and the Ozaukee/Washington County Health Department.

The Oscar Grady Public Library plans to re-open following the *American Enterprise Institution (AEI) Report* which outlines a phase-opening process released by the U.S. Food and Drug Administration commissioner to help minimize and prevent a possible risk of resurgence of the virus COVID-19, and the *Blueprint for Reopening Washington and Ozaukee Counties*, a guiding document created by the County Chief Health Officer specifically for Washington and Ozaukee County businesses and residents.

For most recent and accurate information, please visit the following websites:

- Centers for Disease Control & Prevention: <https://www.cdc.gov/coronavirus/2019-ncov/>
- Wisconsin Department of Health Services: <https://www.dhs.wisconsin.gov/disease/covid-19.htm>
- Washington Ozaukee County Public Health Department: <http://www.washozwi.gov/>

### **What is The Oscar Grady Public Library doing?**

Our current procedure is to: 1) prioritize the safety and health of our staff and patrons; 2) continue serving our community informational needs as best we can; 3) plan for any changing circumstances should they become apparent.

### **Library Services Phase One:**

Following the guidelines of Phase One from the *Blueprint for Reopening Washington and Ozaukee Counties*, the Oscar Grady Public Library will open to the public for essential services, beginning Monday June 1, 2020 at 25% of the Library's



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total occupancy. The occupancy level is based on the total square feet of the Library per person /per square foot for the areas the Library is open to the public.

### **Hours of Operation:**

To allow time for staff to clean surfaces, the Library will temporarily reduce hours in which we are open to the public. The hours of operation are as follows:

**Mondays-Thursdays: 11:00 am – 7:00 pm**

### **Essential Services:**

Essential Services are limited to the following: checkout and return of library materials, public internet and wireless access, and printing, photocopying, and faxing.

**Curbside Pickup Services:** Curbside services will still be available upon request for seniors and patrons with vulnerable health risks.

The Youth Services Department and Youth Circulation Desk will remain closed to the public, although materials located in the Youth Services Department are available for checkout.

The Library's Community Room, Digital Media Conversion Lab, drinking fountains will not be available for public use during this phase.

The public hours of the Library shall be reduced to allow time for staff to clean surfaces. The Library shall be surfaced cleaned throughout the day.

The Library staff shall continue to follow the CDC Guidelines and are therefore required to wear cloth masks, wash hands frequently, and use hand sanitizer provided by the Village.

All staff shall maintain a minimum 6-foot physical distance from other staff members and members of the public.

Plexi-glass shall be installed at the Circulation Desk to assist staff with service to the public.

### **Next Steps:**

We are monitoring this developing situation closely; the safety of, and my commitment to, our patrons and library staff is my priority. The intent of the Library is to continue to re-open incrementally through a conservative and careful approach. Additional services will be available through phases once approved by the Library Director in consultation



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with the Oscar Grady Public Library Board of Trustees and the Village Administrator. Similarly, phases may revert, or the Library may close, if at any time an elevated health risk is determined to exist to the public or the staff.

### **What can you do?**

As a public space, the Library cannot guarantee a germ-free environment or germ-free physical materials. Patrons agree to assume all risk and are personally responsible for their own safety when using the Library. Please consider the risks of a public space when using the Library.

The Library staff requests that all patrons entering the building take precaution in the possible spread of infection by wearing cloth masks, washing hands frequently, and using hand sanitizer provided by the Village of Saukville.

Thank you for working with us to keep the Library a healthy and safe environment.

**Jen Gerber**

**Oscar Grady Public Library, Library Director**

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