

## **Fair Haven Public Library Reopening Plan**

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### **1. POLICY**

In response to the COVID-19 pandemic, libraries throughout New York State were directed to close. The Fair Haven Public Library closed on March 16, 2020.

The timing and phasing of library re-opening is subject to local, state and federal laws, rules and executive orders, as well as directions provided through the State Education Department and the Finger Lakes Library System. Reopening is expected to occur in stages and is contingent on the effectiveness of continuing efforts to manage the pandemic. This Plan will remain in effect until modified or revoked by the Board.

Concerns about this Plan should be directed to Library Director Allen Tompkins or President of the Library Board of Trustees Henry Spang. Patrons who have special needs that might conflict with the Plan may contact the Library Director to explore possible accommodations.

The board's authority to adopt these measures is found in our charter, bylaws, New York Education Law Sections 255, 260, 226, 8 NYCRR 90.2, and Article 2 of the Not-for-profit corporation law.

### **2.0 REOPENING PLAN**

- 2.1 Library reopening will begin with only staff in the building, preparing the library to begin offering curbside pickup service we will then transition to open with limited services and social distancing, then ultimately to reopening with full service.
- 2.2 Personal protection equipment (masks and gloves) will be provided to staff for their use and staff will be instructed on and demonstrate proper use of PPE Staff will complete daily health screening form.
- 2.3 Cleaning and disinfecting supplies will be supplied and are readily available to staff.
- 2.4 Throughout their shift and at the end of each work day, staff will clean library surfaces including circulation desk, keyboards, mouse, door knobs, bathroom and other areas of common use, signage of proper sanitation methods will be displayed.
- 2.5 Staff will wear masks in the library when social distancing is not possible, when emptying the drop box, and when delivering items to patrons during curbside pickup.
- 2.6 Appropriate signage reminding staff of proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols and social distancing markers will be posted (taped) around the library and on the floor, especially near the circulation desk.
- 2.7 Materials returned by the public including those in book drop will be held (quarantined) for 72 hours prior to being re-shelved or returned in delivery...materials received by FLLS Delivery vans will have already been quarantined prior to being delivered to Fair Haven Public Library.
- 2.8 When authorized by governing authorities, we will begin offering curbside pickup. During this initial stage patrons will not be allowed inside the library.

- 2.9 Hours of operation and the following instructions will be posted at the library entrances:
- a. The Library is open for curbside pickup only at this time.
  - b. You can place a hold on the item(s) you would like through the Finger Lakes Library System online catalog, or by calling or emailing the library only Fair Haven items will be available to fill requests until delivery service is resumed by the Finger Lakes Library System.
  - c. We will notify you when your requested items are available, come to the library at the time instructed for curbside pickup, upon arrival call the on-duty staff or ring the door bell and staff will bring your items out to you.
  - d. You will be required to wear a mask during the drop off of items at your car.
  - e. You can also to call or email the library to place items on hold or inquire regarding availability.
  - f. Materials may be returned to our drop box located at the front entrance to the library building.

## 5. COMMUNICATION

This Plan will be posted on the library's website and Facebook page. The Plan may also be distributed via email and other means as deemed necessary by the Director and Board.

## 6. FUTURE CONSIDERATIONS

- 6.1 When we are allowed to let patrons to enter the building, occupancy will be limited to a maximum of three (3) people (including on-duty staff). This means that some patrons will need to wait outside until authorized to enter. Patrons will be required to wear their own masks and observe social distancing while in the library. (modified to 10 patrons) 7/15/20 AT.
- 6.2 Initially, patron activity inside the building will generally be limited to pickup of previously reserved items. No in person programming will be offered at this time, Social interactions will be discouraged. Browsing the shelves and using the library computers may be permitted with specific time limits provided this does not inconvenience other patrons waiting outside. Computer use may initially be by appointment only and limited to 15 minutes per use.
- 6.3 As governing rules and regulations continue to evolve, relaxation of these restrictions should be possible. Opening date and transition dates through phases will be determined by the current situation, and at the direction of local authorities and the Fair Haven Public Library Board of Trustees.

Adopted: 6/10/2020