

PCPL plan to offer services and reopen buildings

This document will remain under constant review and possible change

Drafted 06/18/2020

Adopted by the PCPL Board of Trustees 6/24/2020

Overview

The Portage County Public Library (PCPL) branches closed to the public on March 17th, 2020 to support the community effort to reduce the spread of the COVID-19 virus. During the time we were physically closed, we continued to service the public through our Reference Hotline for questions, provided digital checkouts, and daily online children's programs. On April 27th we started providing curbside pickup of library materials at Stevens Point and eventually expanded that service to all four branches. The Summer Library Program is online, including performers, as well as several book clubs, and we continue to explore new ways serve our County.

Road To Reopening

1. Curbside pickup offered at all branches.
2. Limited South Central Library System (SCLS) delivery of returning PCPL owned items.
3. Residents begin to return checked out items.
4. Desks and equipment repositioned to reduce contact points.
5. Staff scheduled to start returning.
6. Phased in hours and services begin as soon as reopening safety measures are in place.

**Almond (10am to 6pm, Tuesday & 2pm to 6pm, Wednesday and Thursday)
Top capacity of 7 people**

**Plover (10am to 6pm, Tuesday – Friday)
Top capacity of 15 people**

**Rosholt (2pm to 6pm, Monday, Tuesday, Thursday and Friday & 10am to 6pm, Wednesday)
Top capacity of 15 people**

**Stevens Point (10am to 6pm, Monday – Friday)
Top capacity of 80 people**

Curbside service will be available during open hours by calling the branch at which you wish to pick up items.

When Visiting

If you are ill or experiencing COVID-19 symptoms, you should not visit the library.

We ask that you limit the time you spend in the library to reduce contact with others.

Some areas of the Libraries will be temporarily closed to the public. Children's toys, newspapers, magazines, computers and furniture are being removed or reduced for distancing and cleaning purposes.

Keep 6 feet of distance between you and others at all times and remember that not all people may have the same comfort level as you do.

Because social distancing is not always possible, we strongly encourage all visitors to wear a mask during their visit to the Library.

Computer availability is restricted at all branches upon reopening. Computer time is reserved by calling the branch you wish to visit. There are limited daily timeslots at each location to ensure time for cleaning.

Computer assistance may be limited. Staff will attempt to help from a safe distance. Both parties must be wearing masks for assistance.

Materials from other South Central Library System member libraries and Interlibrary Loan are not currently available as SCLS is not delivering items from other libraries.

Hand sanitizer will be available onsite.

Branch Specific Restrictions

Almond:

Limited public computer available. Call 715-366-2151 for reservations.

To provide distancing space, patrons are encouraged to enter the Almond Branch through the back door and exit out the front door.

Plover:

Limited public computers available. Call 715-341-4007 for reservations.

The meeting room is closed until further notice.

Rosholt:

Limited public computers available. Call 715-677-4512 for reservations.

The meeting room is closed until further notice.

Stevens Point:

Limited public computers available. Call 715-346-1548 for reservations.

The second floor will be partially closed to the public except for patrons with computer reservations and those wanting access to the Young Adult collection. Staff will retrieve Biographies and other Non-Fiction materials.

The Local History Room at Stevens Point will be closed until further notice. Limited research can be done by staff by calling the library.

All meeting rooms and study rooms will be closed to the public until further notice.

Cleaning and Quarantining

Returned items will be kept in isolation for 72 hours before they are checked in and returned to the shelf.

High touch areas will be cleaned daily before opening and regularly during the day.

Sanitizer will be available for patrons and staff.

Computer keyboards and Self-checkout machines will be covered with plastic wrap to protect users. Computer patrons will be asked to use sanitizer before and after using the computers.

Staff Precautions

(Until a superseding countywide policy is established, the following precautions apply. Requirements and availability of masks, sanitizer, and gloves will be subject to availability.)

Staff are required to wear masks at all service points and in public & staff areas where distancing is difficult to maintain. Staff may remove or lower masks in public areas when no members of the public are on the floor or visible, but should sanitize their hands before and after removing the mask. Cloth masks should be washed daily. Surgical masks should be discarded after each shift.

Sanitizer, masks and gloves will be available for staff usage.

Staff should be mindful of their distancing in all areas.

Staff should limit their time and be mindful of their distancing in the common breakroom and other staff areas. Break times may need to be adjusted to maintain social distancing.

Staff should limit hallway conversations to provide distancing space for others, while limiting unneeded personal contact with other staff.

Facilities staff will regularly clean the breakroom area and other high traffic staff spaces.

As much as possible, staff should not share equipment such as phones, computers keyboards and mice, without sanitizing their hands.

Wherever possible, doorways in staff areas should remain open to avoid the need to use door handles.

Meetings with non-library individuals should continue to be held by phone or other electronic means, where possible.

*Since staying home and practicing good personal hygiene habits is still the best thing to do to stop the spread of the illness, staff should stay home if they are feeling sick and a medical professional should be consulted. Please let your supervisor know you are staying home for COVID-19 symptoms. Your supervisor will contact Human Resources to ensure County-wide protocols are being followed. Staff who are experiencing COVID-19 symptoms should not return to work until they are symptom free for 72 hours, including no fever without fever reducing medication.

*If a staff member tests positive for COVID-19, their primary work area will be cordoned off and Human Resources and Health & Human Services contacted. The employee will be required to self-isolate for 10 days, and be symptom free for 72 hours, including no fever without fever reducing medication, before returning to work, per the Wisconsin DHS and Portage County HHS guidelines. Other staff members can continue to work, as long as they have not been identified as a close contact by the Division of Public Health, but will monitor symptoms for 14 days. The work area will be thoroughly cleaned and sanitized by Facilities personnel. If an employee has had close contact with anyone who tests positive for COVID-19 they will be required to self-isolate for 14 days from date of contact and monitor for symptoms.

*Rules regarding self isolating and returning to work will follow the most up to date Centers for Disease Control and Prevention (CDC), Wisconsin Department of Health Services (DHS), and Portage County HHS guidelines. The language in this plan reflects the guidelines as of today and may change.

This Reopening Plan may be adjusted at any time to meet changing conditions.