

MPL Low Threat Level Actions

The information included in this document is intended as a guideline for Library staff regarding services and expectations at each level as we navigate this pandemic. The Library Board retains full authority to make additional revisions or additions in alignment or counter to these guidelines.

Definition: Library is open to the public and staff; restriction on groups sizes and limited programming available.

Resources, Guidelines, and Information for Low Threat Level

- Guideline for defining low threat level: federal, state, or local government entity does not have a lockdown/shelter in place and/or; government entities and/or Library Board allow for expanded library services in accordance with CDC and health department guidelines.
- Metrics to determine movement to this Threat Level:

Shift to LOW Threat Level when the following criteria are met:

Open with Limited Capacity (Limited Capacity may include, but is not limited to, closing the youth department, 25-75% or less capacity in all or certain areas of the library, certain services inaccessible, etc.)

1. Utilize the following data points:

- a. Manitowoc County data on a two-week rolling period
- b. Number of Active Cases
 - i. Burden = High
 - ii. Activity Level = High
- c. Staff Capacity at MPL
 - i. 70-75% (142-152 available desk staffing hours) in-person desk staffing level
- d. **Informational Use only:** Health Care capacity within Manitowoc County
 - i. Health Care Capacity = at or below 85% capacity

2. Utilize the following site to compile the data points: <https://www.dhs.wisconsin.gov/covid-19/disease.htm>

Open without Limited Capacity

1. Utilize the following data points:

- a. Manitowoc County data on a two-week rolling period
- b. Number of Active Cases
 - i. Burden = Moderately High/Moderate
 - ii. Activity Level = Medium
- c. Staff Capacity at MPL
 - i. 85-90% (172-183 available desk staffing hours) in-person desk staffing level
- d. **Informational Use only:** Health Care capacity within Manitowoc County
 - i. Health Care Capacity = at or below 85% capacity

2. Utilize the following site to compile the data points: <https://www.dhs.wisconsin.gov/covid-19/disease.htm>

- Staff could resume some desk functions, but the number of people in specific parts of the building would need to be limited through monitoring procedures during open hours.
- Some versions of normal hold pickup could take place, but limits need to be imposed on entrance and exit to the building as well as increased hygiene procedures.
- Some outreach visits could occur on a facility by facility basis. This would also depend on the venue where services are being offered. Considerations should include: Is there a way to monitor and control how many people enter the venue? Are there typically more than fifty people inside the venue at any given time? Does the venue predominately serve more vulnerable populations? If the answer to any of these questions is yes, it may be best to forego offering services in these locations until restrictions are fully lifted.
- As permitted by health guidelines, allow the use of computer stations in the main part of the Library, adhering to health and safety guidelines. Access to computers would need to be limited in conjunction with imposed capacity limits on how many people are present in the Library at any given time.
- Ordering and processing of physical materials will ramp up during this period, though it still may be necessary to process materials in shifts so that social distancing can be maintained within work spaces.
- The capacity of customer-facing facilities should be reduced to ensure adequate social distancing if necessary.
- Guidelines for public as we open:
 - Maintain a distance of 6 feet.
 - Do not enter if you are sick.
 - Cover your cough and sneeze.
 - Do not gather or linger.
 - Masks Required. (possible Phase II)
 - Staff may ask patrons to leave if they do not abide by these guidelines, following a three-strike rule when applicable.

- Limited onsite programming available due to state/federal guidelines (50 or less people); no food/drink programs allowed beyond demonstrations only.
- Maintain physical distancing guidelines as set by CDC between staff and public. Physical barriers will be used to help implement this.
- High touch locations, like the self-checkout, should have disinfecting wipes nearby.
- Consider guidelines set by the county, and keep track of local updates and recommendations.
- The Library will continue to ration and monitor essential custodial supplies and PPE. Staff will be provided training on PPE and modifications for both their own & public safety.
- Encourage testing of staff for the virus and/or for immunity to the virus, but it is not required.
- Modify HVAC controls to seasonal best practices. Monitor authority recommendations and change as necessary.
- Staff are not permitted to travel outside the state for any conferences or training.
- Staff are allowed to take leave up to their regular hours each week: sick, vacation, float, unpaid or (if applicable) FFCRA leave.
- Remind staff about Telehealth option through our health insurance www.doctorondemand.com.
- Pandemic resources will be shared with staff as applicable.
- John Hopkins map tracking resource for COVID-19:
<https://www.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6> Chart showing Covid symptoms vs flu/cold.
- Adhere to CDC guidelines for reducing disease transmissions:
 - CDC guideline recommendations regarding hard surfaces: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>. The virus is being transferred from person to person primarily, not from hard surface to person.
 - CDC recommendations regarding face coverings in response to COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- Encourage staff to take advantage of mental and emotional support services as needed:
 - The Optum Emotional Support Help Line at 866-342-6892 is free of charge and available to anyone.
 - EAP Information: reminder that the EAP is available 24 hours a day for all employees and family members residing in their households. To contact the EAP, call (800) 236-3231 or visit the EAP website.

Services Offered to the Public

	MPL Action Plan	Status (update February 17 <u>April 7</u> through Monday, April 5 <u>June 7</u>)
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Public Outreach

- Hours of Operation may be reduced for sanitization and staff capacity

- Phase 1: Extend hours during the week (M-F) back to normal operations
 - Begin June 1
 - In advance, Library will be focused on re-hiring open positions, and modifying schedules
 - Marketing and signage will be updated, as necessary
 - Sanitization schedules will be adjusted, as necessary
 - Additional sanitization wipes will be available for public use for tables/chairs
 - Closely monitor staff capacity to ensure sustainability in advance of Phase 2
- Phase 2: Extend hours on Saturday & re-open on Sundays
 - Begin September 7
 - In advance, Library will be focused on re-hiring open positions, and modifying schedules
 - Marketing and signage will be updated, as necessary
 - Sanitization schedules will be adjusted, as necessary
 - Additional sanitization wipes will be available for public use for tables/chairs

Commented [KS1]: See additional sanitization/cleaning schedules and memo from Facilities Manager

Commented [KS2]: Added ULV-atomizer/fogger with Hypochlorous sanitizing solution for added precautions

		<ul style="list-style-type: none"> ● Close at 6 pm to allow for thorough cleaning from 6-8 pm (M-R); close at 4 pm (F) to allow for thorough cleaning from 4-6pm; close at 1 pm (Sat) to allow for thorough cleaning from 1-3pm; remain closed on Sunday (May 26-December 31) <ul style="list-style-type: none"> ○ Staff will be scheduled their normal weekday/Saturday hours; When the library closes, those hours will be focused on covering the cleaning of public areas ○ Staff are responsible for cleaning their personal office area throughout the day <p>Modified hours approved until further notice per Board; will be extended as soon as it is safe and feasible to do so</p>
	<ul style="list-style-type: none"> ● Set strict proximity rules for public areas. Promote physical restrictions (less chairs at PC's) and warnings. 	
	<ul style="list-style-type: none"> ● Physical barriers should be put up at each service point. 	
	<ul style="list-style-type: none"> ● Eliminate unnecessary physical contact between staff and visitors, and maintain social distancing with a six-foot distance between individuals whenever possible. 	
	<ul style="list-style-type: none"> ● Offer cashless and contactless transactions whenever possible. 	
	<ul style="list-style-type: none"> ● When exchanging paper and coin money, do not touch your face afterward. Ask customers to place cash on the counter rather than directly into your hand. Place money 	

	on the counter (not in hand) when providing change back to customers. Clean the counter after each customer at checkout.	
	<ul style="list-style-type: none"> Add clear plastic barrier protection at the entrance or circulation/service desk with a pass-through opening to exchange items as necessary. 	
	<ul style="list-style-type: none"> Mark indoor corridors with directional tape to encourage one-way traffic flow and minimize interactions. 	Directional tape removed due to inefficiencies and confusion, effective February 17, 2021
	<ul style="list-style-type: none"> Instruct visitors to maintain social distancing for the duration of their visit. 	
	<ul style="list-style-type: none"> Hand sanitizing stations will be added at the entrances, and throughout the building. 	
	<ul style="list-style-type: none"> Procedure for weather emergencies to follow during the pandemic is that all staff and all patrons seeking shelter in the back room must wear a mask and try to social distance as best as we can. People can go down the AMH hall and go down the hall by the photocopier. We will hand out the black disposable masks to those that need one. Patrons always have the option to leave (staff do not unless their shift is over). A manager will continue to monitor the entrance and inform patrons of the bad weather and the new procedure. After the all clear has been given, Materials staff will need to take Norwex cloths and wipe down any/all hard surfaces in the areas where people were waiting out the storm. 	
	<ul style="list-style-type: none"> Materials returned to carts at the end of the collection's stacks will be sanitized before being returned for shelving 	<u>Discontinue material sanitization effective April 7 due to continued research on low transference rates via physical materials</u>
	<ul style="list-style-type: none"> Coffee cart removed until we enter LIFTED threat level. 	
	<ul style="list-style-type: none"> Youth department can hold up to 40 people at a time, this includes staff and patrons. Staff members will use a clicker to keep track of patrons entering and exiting the department. When the limit is reached, a staff member 	<u>Per 25% capacity, the maximum is currently set to 30 people, effective February 17, 2021</u>

Commented [KS3]: Recommend to remove 25% capacity at April 7 meeting. Resume normal capacity rules per Low Threat Level (only limited capacity in youth department)

	will go out onto the mezzanine with a radio to keep patrons from entering. Staff can offer to pull materials for waiting patrons, when the limit is reached.	
	<ul style="list-style-type: none"> Bubblers will be blocked off for public use until we reach LIFTED level. 	<u>Re-open bubblers due to research on low transference rates via physical surfaces</u>
	<ul style="list-style-type: none"> UV lights will be used inside ventilation exhausts to try to reduce the risk of airborne transfer. When the building is occupied the lights will run all the time. When unoccupied, they will run twice for 3 hour periods. 	
	<ul style="list-style-type: none"> Donations will not be accepted until we reach LIFTED level. 	<u>Donations will be accepted at the discretion of the Volunteer Coordinator, who is also exploring options for accepting small-scale donations for one week each month. Donations do not need to be quarantined after being received.</u>
	<ul style="list-style-type: none"> Volunteer services reinstated on a limited basis. 	
	<ul style="list-style-type: none"> Inform volunteers of health and safety guidelines and expectations. Staff will assist in ensuring volunteers are following set guidelines. 	
Access and Resources	<ul style="list-style-type: none"> Hours of Operation may be reduced for sanitization and staff capacity 	<ul style="list-style-type: none"> <u>Phase 1: Extend hours during the week (M-F) back to normal operations</u> <ul style="list-style-type: none"> <u>Begin June 1</u> <u>In advance, Library will be focused on re-hiring open positions, and modifying schedules</u> <u>Marketing and signage will be updated, as necessary</u> <u>Sanitization schedules will be adjusted, as necessary</u> <u>Additional sanitization wipes will be available for public use for tables/chairs</u>

		<ul style="list-style-type: none"><ul style="list-style-type: none">○ Closely monitor staff capacity to ensure sustainability in advance of Phase 2● <u>Phase 2: Extend hours on Saturday & re-open on Sundays</u><ul style="list-style-type: none">○ Begin September 7○ In advance, Library will be focused on re-hiring open positions, and modifying schedules○ Marketing and signage will be updated, as necessary○ Sanitization schedules will be adjusted, as necessary○ Additional sanitization wipes will be available for public use for tables/chairs● Close at 6 pm to allow for thorough cleaning from 6-8 pm (M-R); close at 4 pm (F) to allow for thorough cleaning from 4-6pm; close at 1 pm (Sat) to allow for thorough cleaning from 1-3pm; remain closed on Sunday (May 26-December 31)<ul style="list-style-type: none">○ Staff will be scheduled their normal weekday/Saturday hours; When the library closes, those hours will be focused on covering the cleaning of public areas
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Commented [KS4]: See additional sanitization/cleaning schedules and memo from Facilities Manager

Commented [KS5]: Added ULV-atomizer/fogger with Hypochlorous sanitizing solution for added precautions

		<p>Staff are responsible for cleaning their personal office area throughout the day</p> <p>Modified hours approved until further notice per Board; will be extended as soon as it is safe and feasible to do so</p>
	<ul style="list-style-type: none"> Idea Box is closed for all room use until we reach LIFTED level. Staff may borrow equipment with special permission 	
	<ul style="list-style-type: none"> Meeting and study rooms will be closed to the public, and no reservations will be taken. 	Study Rooms will re-open effective Monday, March 8 with the following guidelines: Study rooms will resume normal capacity. Masks must be worn at all times when using a study room. No reservations will be taken. Rooms will be on a first-come, first-served basis. Study rooms will be sanitized during end of day cleaning.
	<ul style="list-style-type: none"> Board Room and Balkansky Community Room will be closed to the public as well. 	
	<ul style="list-style-type: none"> Curbside Pick-Up continues for material pick-up, depending on staffing levels. 	
	<ul style="list-style-type: none"> Homebound services to individuals living in their own homes will be determined on an individual basis. Contactless drop off of collections will be practiced. 	
	<ul style="list-style-type: none"> Homebound Services: determine facilities' restrictions for accepting collections. Prioritize contactless drop off at these locations. 	
	<ul style="list-style-type: none"> Furniture spaced for social distancing. 	
	<ul style="list-style-type: none"> Online reading programs, through Beanstack. 	
Programming	<ul style="list-style-type: none"> Limited onsite programming available due to state/federal guidelines (50 or less people); no food/drink programs allowed beyond demonstrations. 	

	<ul style="list-style-type: none"> Virtual programming will be prioritized through various mediums, such as Facebook Live, Facebook Premier, Facebook videos, and Youtube. 	
	<ul style="list-style-type: none"> Summer Reading Program is moved to online platform, such as Beanstack. Also, available onsite. 	
	<ul style="list-style-type: none"> In-person fieldtrips and outreach visits are cancelled. 	Limited in-person fieldtrips and outreach visits allowed as approved by Executive Director.
	<ul style="list-style-type: none"> Live-streamed program of high-interest programs, if possible. 	
	<ul style="list-style-type: none"> Phase 2: Programmed events should be limited to 10 persons at a time in any given space, expanding to 50 people. Floor markings or chair placement should be used to encourage safe spacing of participants. <ul style="list-style-type: none"> Where possible, event attendance should be staggered to minimize overlap and reduce density of participants. Gatherings should be registration-only or include a process to collect participant lists, in case contact tracing becomes necessary. Offer outdoor activities whenever possible, where internal air is not circulating. 	<u>Current Status as of April 7</u>
COVID Positive Patron	<ul style="list-style-type: none"> If a patron calls and discloses that their household has been told by a doctor to quarantine because of a positive test for COVID, please assure them that we will work with them on due dates for their library material. Please ask them what date the doctor gave them to quarantine until. Then go into their account and give all of their material a new due date of the day after the quarantine has been lifted. This will allow them to remain in their homes safely and return library material without accruing library fines. 	
Toys	Toys in children department	<u>Current Phase as of April 7: Phase II</u> Toy Phase Plan Phase I <ul style="list-style-type: none"> No Toys

Commented [KS6]: Resuming Phase II is dependent on building capacity limitations being lifted

	<ul style="list-style-type: none"> • Toys restricted in the department until further notice. Large toys will be temporarily stored in Balkansky Community Room. See Toy Phase Plan. • Enhanced cleaning schedule of toys developed. • No tech toys or board games in the department (see Toy Phase Plan) • No Wii (See Toy Phase Plan) • Remove couch, cabin furniture, and all toys to encourage social distancing • Toys will be restricted in the youth department for those which are able to be sanitized regularly • Toy Library (See Toy Phase Plan) • Flannel Checkouts (See Toy Phase Plan) • 	<ul style="list-style-type: none"> • No Tech Toys/Board Games • No iPad Station • No Wii • Limited Socially Distanced Computers • Allow ukulele checkouts <p>Phase II</p> <ul style="list-style-type: none"> • Toy Library Open • Limited Socially Distanced Computers • 1 AWE Computer • 1 iPad • Flannel Checkouts resume <p>Phase III</p> <ul style="list-style-type: none"> • Limited Selection of Tech Toys & Board Games (Easily Cleaned) • Toy Library Open • Flannel Checkouts allowed • Wii • Limited Socially Distanced Computers • 1 AWE Computer • 1 iPad • Cabin/furniture restored <p>Phase IV – LIFTED Level</p> <ul style="list-style-type: none"> • iPad Station Reinstated
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		<ul style="list-style-type: none"> • Toys in Department (decide if we need to limit/have cleaning schedule in place) • Flannel Checkouts allowed • Wii • Toy Library Fully Open • All Computers • All AWE Computers
	Phase 2: Toy library can open. Items that are checked out must sit a 72-hour quarantine before being checked in. Set up one iPad and AWE station for in-library use.	<p>Due to current status of pandemic, quarantine is set to 24 hour period, effective February 17, 2021.</p> <p><u>Discontinue quarantine effective April 7 due to research on low transference on physical materials</u></p>
Teen Area	Teen Area Restrictions: <ul style="list-style-type: none"> • Furniture spaced for social distancing • No board games available until we reach LIFTED level • No Xbox available until further notice until we reach LIFTED level • 	
Technology Services	<ul style="list-style-type: none"> • Every other computer is accessible for public access due to social distancing regulations. The others will be turned off with signs. 	<p>Guidelines for computer use updated:</p> <ul style="list-style-type: none"> • A limited amount of computers will be available for public access. All others will be marked with signs stating their unavailability. • Staff computer assistance is limited to no more than 5 minutes. • Patrons must maintain 6 feet distance and abide by mask requirements.
	<ul style="list-style-type: none"> • Online tutorials and promo of our online resources. 	
	<ul style="list-style-type: none"> • Communication IT infrastructure improvements to public. 	

	<ul style="list-style-type: none"> • Begin to fill WISCAT requests when this service is available at the state level 	<u>WISCAT services remains open to the public</u>
	<ul style="list-style-type: none"> • Patrons are still permitted to use library phones to make essential outgoing calls. General use is discouraged. If a patron needs to use the phone, staff will follow these guidelines: <ul style="list-style-type: none"> ○ Wipe the phone handset/receiver with a bleach wipe ○ Dial the phone number for the patron and ask the patron to keep the conversation very brief ○ Wipe the phone handset/receiver with a bleach wipe when the patron is done with their call 	
	<ul style="list-style-type: none"> • <i>Phase 2: Patrons and staff are required to wear a mask when working together on a computer. Disposable masks will be provided.</i> 	<u>Current as of February 17, 2021</u>
One-to-One Literacy	<ul style="list-style-type: none"> • Tutors and students are allowed to meet, but must follow guidelines 	<ul style="list-style-type: none"> • Tutors and students are allowed to meet, but must follow guidelines, and be separated by a plexiglass barrier. • Tutoring pairs may meet in the Board Room with scheduled appointments only during the Library's hours of operation. • Pairs who wish to meet in the Board Room must reserve the space by calling the Literacy Office at 920-686-3026 or by emailing mmeyer@manitowoc.org. • Tutoring sessions will be scheduled in one hour and 15-minute increments. • Safety and Hygiene Precautions to follow in the Board Room <ul style="list-style-type: none"> ○ Room capacity is two (2). Tutors and learners may not

		<p>be accompanied by children, friends, or family members.</p> <ul style="list-style-type: none"> ○ Designated chairs for use that are spaced a minimum of six feet apart. ○ A Plexiglas barrier across the middle of the table. ○ Facemasks will be worn by all participants. Personal, cloth face masks are acceptable. One-time use masks will be available for use as well. ○ Hand sanitizer will be available in the tutoring space. ○ Separate holders will be made available for clean and used pens. • Staff will sanitize areas of contact after room use (chairs, table, pens, door handle, etc.)
Circulation	<ul style="list-style-type: none"> • Self-Checks are in operation; sanitization PPE may be provided with enhanced cleaning processes as well. 	
	<ul style="list-style-type: none"> • Fine free check-in until we are one-week past transitioning to LOW level. After that week, fine return to their normal procedures. 	Normal fines resumed June 1, 2020 per LARS
	<ul style="list-style-type: none"> • Due dates return to their normal timeline and process. 	
	<ul style="list-style-type: none"> • Card privilege extended until we reach LOW threat level. 	Card privilege resume normal process, effective September 1, 2020
	<ul style="list-style-type: none"> • Hold pick up dates extended one week past reaching LOW threat level. 	Hold pick up dates resume normal hold pick up dates beyond June 15, 2020
	<ul style="list-style-type: none"> • Delivery of statewide materials resumes. 	Resumed normal operations weekly statewide in August 2020

	<ul style="list-style-type: none"> • Delivery of MCLS materials continues. 	
	<ul style="list-style-type: none"> • Encourage patrons owing fines to pay them online to limit handling of cash. Use tray for money transactions if the patron prefers to pay with cash. 	
	<ul style="list-style-type: none"> • Ask patrons to lay library cards on desk, so staff may scan them without handling. 	
	<ul style="list-style-type: none"> • Begin to fill WISCAT requests when this service is available at the state level 	WISCAT ILL requests resumed on August 3, 2020
	<ul style="list-style-type: none"> • Have patrons hold up their card for scanning, and have them place their materials on the scanner and grab their receipt. 	
	<ul style="list-style-type: none"> • Have a looping video of guidelines online and onsite. 	<u>This video is no longer necessary and has been removed from online and onsite.</u>
	<ul style="list-style-type: none"> • Patrons wishing to return items can do so through the drive through book drop, or in a bin at the entrance of the library. This will ensure all items receive the proper cleaning. 	<u>Re-open interior book drop effective April 7, 2021</u>
Mask Requirement for Patrons (Phase 2)	<ul style="list-style-type: none"> • <i>Should the board approve, anyone in the library shall wear a cloth face covering which fully covers their mouth and nose.</i> • <i>This includes members of the public, vendors, and all employees.</i> • <i>This policy shall not apply to:</i> <ul style="list-style-type: none"> ○ <i>Employees within their personal workspace who are able to maintain a physical distance of 6' between themselves and others.</i> ○ <i>Children under 2 years old who need to enter the library.</i> ○ <i>Anyone outdoors who is able to maintain a physical distance of 6' between themselves and others.</i> 	<p>Board approved until further notice and will be repealed as soon as it is safe to do so.</p> <p>Additional guidelines approved and effective February 17, 2021:</p> <ul style="list-style-type: none"> → Patrons unable/unwilling to properly wear a face covering (face shield not allowed) over their entire mouth and nose will not be able to use onsite services. → Staff will complete a Safety and Security report every time a patron is told to leave for mask non-compliance. Failure to consistently abide by the

Commented [KS7]: This change is dependent on removal of sanitization of physical materials.

Commented [KS8]: Added additional caches of pleated 2-ply to replace dirty or ill-fitting masks at staff service points- Main Desk, Children's Desk, Remote Desk, & 1st Floor south staff Entrance.

	<ul style="list-style-type: none"> ○ Anyone who requires an accommodation under the ADA will be directed to contact the City's ADA Coordinator. • If a member of the public refuses to wear a mask: It is the expectation for public to wear a mask/face covering within the library building and/or while engaging in onsite library programming. Refusal to wear a mask/face covering may prevent the public member from being able to access library services, including, but not limited to: <ul style="list-style-type: none"> ○ Public computer assistance ○ Use of public desktop computers ○ Assistance in locating library materials ○ Onsite library programming ○ Onsite use of library equipment ○ One on one library assistance with a library staff member ○ Notary services ○ Reasonable accommodations will be made as necessary 	<p>mask requirement will result in a loss of library privileges.</p> <p>→ Staff will offer only one informative warning on observing improper application or lack of valid face covering. In order to maintain the safeguards that protect everyone and allow the library to provide open access, a second non-compliant action will result in immediate departure of individual(s) from library building with remote options being recommended in replacement of on-site services.</p>
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Staffing Expectations/ Guidelines

	MPL Action Plan	Status
Patron Interaction	<ul style="list-style-type: none"> • Promotion of library services and resource may resume onsite. 	
	<ul style="list-style-type: none"> • Maintain exterior building signage for public notifications. 	
	<ul style="list-style-type: none"> • Maintain physical distancing guidelines as set by CDC between staff and public. 	
	<ul style="list-style-type: none"> • Physical barriers should be put up at each service point for when we re-open. 	
	<ul style="list-style-type: none"> • If patrons resist following the guidelines, staff are expected to move away to maintain proper social distancing. If patrons continue to resist the guidelines set 	

	in place, staff have the right to implement disciplinary actions.	
	<ul style="list-style-type: none"> Signs will be posted on the doors to remind patrons to return a different day if they are exhibiting symptoms. If staff members notice a patron exhibiting symptoms that threaten staff or other patrons, they can require the patron to leave for the day. 	
Onsite Work	<ul style="list-style-type: none"> Staff resume all hours of normal work process onsite. Specific cases can warrant a staff member to continue working from home. 	Remote work approved on case by case basis with flexible hours. See Work from Home guidelines. IT help tickets should be submitted for any technology needs.
	<ul style="list-style-type: none"> Maintain exterior returns, pick list, and cataloging. 	
	<ul style="list-style-type: none"> Staff internal meetings may resume in person, but must maintain social distancing guidelines. Meetings held via remote video conferencing software is preferred and encouraged. 	
	<ul style="list-style-type: none"> Staff will contact programming providers and cancel or seek to modify programs through LIFTED Level if modifications cannot be made. Switching to online programs is the best way to provide patrons the programs scheduled, in a safe way. 	
	<ul style="list-style-type: none"> If staff need to engage in remote access and they do not have a webcam or microphone, they can borrow an iPad. 	
	<ul style="list-style-type: none"> Staff who want to enable software-based versions of Slack and GoToMeeting can make a request via IT help ticket. 	
	<ul style="list-style-type: none"> Additional money diverted from physical materials into purchasing e-materials for the public via Overdrive. 	<u>Under consideration for 2021 budgets</u>
	<ul style="list-style-type: none"> Curbside Pick-Up continues for material pick-up, depending on staffing levels. 	
Safety Measures	<ul style="list-style-type: none"> Conduct staff training on proper procedures and equipment essential to safety and lessen exposure to threat. 	

	<ul style="list-style-type: none"> Complete Early Morning Learning (EML) & Late Pm, for training on PPE, Product Safety, & Procedure conducted by Facilities Manager. 	
	<ul style="list-style-type: none"> PPE product safety and procedures are posted above training on interior cabinet along with the sanitizing checklists. 	
	<ul style="list-style-type: none"> Additional hand sanitizer stations added in high traffic staff work areas (materials workroom, admin entrance off youth, admin entrance off elevator). 	
	<ul style="list-style-type: none"> If using a shared computer, wipe down after your shift (service desks, clerk station, AMH, etc.) or after every use (i.e. page station tagging station). 	
	<ul style="list-style-type: none"> UV wands are available at each service desk. They can be used to help sanitize any hard surface. 	
	<ul style="list-style-type: none"> Only one staff member staffed at a public service desk (3 desks) at a time. Staff should wear a radio when working a desk, so they can reach someone if they need assistance. 	<u>Staff are allowed to work at a desk together as long as they remain 6 feet apart and masked</u>
	<ul style="list-style-type: none"> Staff are asked to wash hands at the start of every hour, with more frequency when handling materials. 	
	<ul style="list-style-type: none"> Staff are not allowed to travel outside the state for any conferences or training. 	
	<ul style="list-style-type: none"> Evaluate staff needs on PPE based on threat assessment and recommendations. 	
Mask Requirement for Staff (Phase 2)	<ul style="list-style-type: none"> <i>Should the board approve, anyone in the library shall wear a cloth face covering which fully covers their mouth and nose.</i> <i>This includes members of the public, vendors, and all employees.</i> <i>Masks/Facial Coverings will be available to library staff. Library staff may also supply their own face covering which fully covers their mouth and nose.</i> <i>This policy shall not apply to:</i> 	Board approved until further notice and will be repealed as soon as it is safe to do so.

Commented [KS9]: Added additional caches of pleated 2-ply to replace dirty or ill-fitting masks at staff service points- Main Desk, Children's Desk, Remote Desk, & 1st Floor south staff Entrance.

	<ul style="list-style-type: none"> ○ <i>Employees within their personal workspace who are able to maintain a physical distance of 6' between themselves and others.</i> ○ <i>Children under 2 years old who need to enter the library.</i> ○ <i>Anyone outdoors who is able to maintain a physical distance of 6' between themselves and others.</i> ○ <i>Anyone who requires an accommodation under the ADA will be directed to contact the City's ADA Coordinator.</i> • <i>Refusal to wear a face covering, staff requirements: Progressive discipline will be pursued for refusal to wear a face covering as outlined in the expectations above. Employee may be sent home without pay.</i> • <i>EML training for staff regarding enforcement of this policy, development and dissemination of boilerplate script support for staff, signage for staff and the public, and dissemination of face coverings to staff members, as needed.</i> • <i>Library management will work with city for alignment regarding enforcement and policy implementation</i> 	
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Transition to Low Threat Level	
Action	MPL Action Plan
Access and Resources	<ul style="list-style-type: none"> • Youth department can hold up to 40 people at a time, this includes staff and patrons. Staff members will use a clicker to keep track of patrons entering and exiting the department. When the limit is reached, a staff member will go out onto the mezzanine with a radio to keep patrons from entering. Staff can offer to pull materials for waiting patrons, when the limit is reached. • Patrons will be encouraged to keep their visits short, to allow everyone access to the department. • Provide a hand sanitizing station in the entrance of the youth department.

	<ul style="list-style-type: none"> • No toys in the department. However, toys will be allowed to circulate, but will sit for 72 hours in quarantine after they are returned. • Library will close early to allow time for through cleaning after the building is closed to the public. • Use square footage of each space to determine the number of patrons allowed to be there at a time. Limit as necessary. • Managers will return to their regular MOD schedule. • Develop a script for staff to follow when confronted by a disgruntled patron about guidelines. • Stanchions will be used to help control the paths of the patrons, and help them enter and exit properly. Floor stickers and signs can also help this process. • Maintain physical distancing guidelines as set by CDC between staff and public. • Update MCLS Enterprise with dates of closure.
Transition from Remote Work to Onsite	<ul style="list-style-type: none"> • Collect IT equipment back from staff as they return to work onsite. IT Technician will ensure everyone has returned the proper items. • Staff will be trained on PPE and modifications for both their safety and the safety of the public. • Some staff we be allowed to continue remote work based on a case by case situation. • Managers will return to handling leave requests as normal.
Building Preparations	<ul style="list-style-type: none"> • Full sanitization of the building at the onset of the low level. • Allow one entrance and one exit to help control the flow of traffic. • Removal of different furniture to encourage social distancing throughout the whole building (staff and public areas). • Cleaning/sanitizing of HVAC duct works, restroom exhaust vents, all air exchange filters changed. Increase air flow from outside of building during this time. • Interior doors are closed once again and resume normal safety procedures for access to the building. • Modify sanitization/sterilization frequencies and areas to match increased public and staff exposures-post threat. • Relax inventory control on PPE and evaluate staff needs based on threat assessment. Begin stockpiling essential PPE and products for future needs. • Set strict proximity rules for public areas. Promote physical restrictions and warnings, removing some chairs will help enforce this. • Post signs around the library and on the doors explaining the guidelines the library has set for reopening. • Franklin Street Room will be locked and full of excess furniture that was moved from floor to allow for social distancing.

Commented [KS10]: Sanitization of HVAC duct works, restroom exhaust vents, and air exchange filters will resume normal quarterly timeframe, instead of every seven weeks, due to cleanliness of filters and fresh air circulating in building from outside

Commented [KS11]: Have added UVL-Atomizer procedures to high traffic areas, such as Public PC, Study Rooms, Water Fountains. Will add meeting rooms as capacity and frequency increase.

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| | <ul style="list-style-type: none">• Balkansky Community Room will be closed to the public for storage, and to act as a recording space for staff. |
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For Possible Consideration in the Event of a Staff Member being Symptomatic and/or Testing Positive for Coronavirus

Employees should refer to the city of Manitowoc Pandemic Response Protocols Policy.

These steps can be taken by the management team, in addition to the pandemic policy provided, depending on the progression and the situation.

- If someone shares an office, even if not identified as close contact, require a period of time for remote work to monitor symptoms.
- Require masks for onsite employees during the quarantine period of a positively-tested employee.
- Close breakroom and encourage staff to bring cold lunches with ice packs, and that don't need a microwave.
- Consideration may be given to telework, if work and staff allows.
- For two or more positive staff tests, work with local hospital to set up onsite staff testing at the library. This will depend on the hospital's availability and resources.