

Dermott O'Toole Memorial Library's COVID-19 Mitigation Plan, Tenakee Springs, Alaska  
Version 1, May 15, 2020

**Section 1. Matrix of Re-Opening Phases**

<b>Phases</b>	<b>1. Full Digital/ Online</b>	<b>2. Ramp-side Service (no in-building)</b>	<b>3. In-Building, by Appointment</b>	<b>4. Limited Hours of Operation, Limited # People</b>	<b>5. Full Operations</b>
Local/State Mandate	The Library Board closes Library as of March 14; Mayor's order closes as of March 24 & until further notice		Phase 3 may commence after Phase 2 has been in place for 4 weeks and when City of Tenakee Spring's Emergency Executive Order 2020-01 has been rescinded; Phase 2 of State Of Alaska Re- opening Plan begins May 8 & will allow for libraries re-opening at 25% capacity (3 people) (in addition to other criteria).		

Tenakee Library Activation Date	Beginning March 14	Beginning May 19	Continue Phase 2 Ramp-side Service for a minimum of 4 weeks before considering start of Phase 3, giving time to communicate to public the newest re-opening phase protocol/procedures. Continue offering Phase 2 Ramp-side Service during the Phase 3 in-building appointment phase.	Depends on data; number of cases in Tenakee, Juneau, & Alaska (& other relevant public health parameters).	Depends on data; number of cases in Tenakee, Juneau, & Alaska (& other relevant public health parameters). Same as Phase 4 for public comm.
Communication to Public / Patrons	Signs, email updates to patrons, eBB-TIDES, verbal comm. (phone), Zoom	*Instructions communicated same as in Phase 1. *Signs: social distancing (from CDC) & Ramp-side Service protocol. Include DVD & New Books Lists. Posted on walkway in front of Library, on beginning of ramp, & on return tote.	Same as Phase 2; Librarian emails/ phones w patron to schedule appointment. "Library Use" protocol signs posted at entry door, at checkout table, & bathroom (content specific to location). CDC signs displayed in Library (e.g. COVID symptoms, social distancing, hand washing, wearing face masks).	Communicate a week ahead to public the protocols of this phase & when its starting. Same as Phase 2. Library signs as in Phase 3.	Same as Phase 2. Library signs as in Phase 3.

Librarian & Volunteers	Only Librarian may work in closed lib. Volunteers, could do special projects at home, per instruction of Librarian.	Same as Phase 1. Librarian polls volunteer pool for willing workers. Meet w volunteers via Zoom to discuss procedures during Phase 3.	Likely conducted w Librarian, other volunteers in library likely not needed. Meet with Volunteers Zoom to discuss procedures during Phase 4.	Volunteers willing to work.	Volunteers willing to work.
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<p>Cleaning Schedule, Protocol, &amp; supplies.</p>	<p>Librarian cleans after use, Janitor cleans once a week</p>	<p>Same as Phase 1. Will have to purchase any cleaning items that are solely for library use: Clorox wipes if desired, hand sanitizer, paper bags for items, &amp; gloves possibly to help with alternative checkout. We can use bleach solution provided by city for surfaces (and/or we can buy our own supply). Clean surfaces used to process items before &amp; periodically throughout.</p>	<p>*Have limited supply of donated cloth face masks that can be given to patrons for use, for them to keep. Or they can use their own or bandanas.          *Toilet use is for patrons &amp; staff only. Librarian will clean after each use. (During open Library hours, request City staff use downstairs toilet).          *Collection items touched by patron, even though not checked out, are brought to Librarian &amp; placed in Quarantine tote.          *Librarian cleans all areas used by patrons before next patron appointment. Will need wipes and/or disinfectant spray for hard surfaces, soft /material surface safe spray like Lysol. All toys not available.          Use plastic wrap to cover keyboards to keep them clean, replace wrap after each patron;          Cleaning computer with sanitizing wipes or computer safe cleaning agent after each use as well as sanitizing all areas patron uses.          *Increased janitorial cleaning based on days that library is open.</p>	<p>*Same as Phase 3. Sanitize after a patron done with an area including the bathroom. For example, children’s table, computer stations, tables, chairs, etc.          * Patron places library provided “Used” cards on surfaces (tables, computers) used.          Increased janitorial cleaning based on days that library is open.</p>	<p>Cleaning and sanitizing computer station, tables, chairs, doorknobs as used for a period of time to be determined. Returned books and DVDs are cleaned. Increased janitorial cleaning based on days that library is open.</p>
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Encouraged/ Required for Patron Entry		Social distancing required, cloth face masks encouraged (librarian won't interact with patron physical space), gloves (if desired), follow all protocol / procedures for alternative checkout (see Section 2)	Patrons enter up the stairs at main entrance (they will exit out the back door and out the ramp). Wash hands in bathroom upon entry (if we obtain good supply of hand sanitizer we may give them choice, but hand washing is preferred per CDC). Masks strongly encouraged to be worn & required for computer use (give out if patron doesn't have one) and gloves, provided by patron if they desire. No food/drink allowed.	Same as Phase 3.	As patrons choose, hand-washing and masks still encouraged; depending on timing between start of Phase 3 and start of Phase 5.
Hours of Operation	24/7	One day per week (Tuesdays, 1-4pm), starting May 19. Conduct for 4 weeks.	Ramp-side Checkout & Return Service continues. Once Tenakee emergency order has been lifted, initiate this Phase 3. Library open on Tuesdays (1-4pm) and Saturdays (noon - 3pm).	Possibly open for more days & hours than Phase 3 depending on available volunteers trained in phase protocols & librarian time.	Open for regular hours.

Number of patrons in space & length of time for appointments	NA as all patrons online, email, or over phone.	One person on ramp at a time and only for as long as it takes to retrieve or return items. No internet use on ramp during Ramp-side Service time. No gatherings of more than 10 people in front of library even with social distancing according to city mandate. All requests by phone or email.	One patron per appointment (parent & child = 1 patron). 15 min. appointments, can add time at decision of librarian based on if no one in next appt. block. Leave 10-15 min. between appts to clean. Enter in front door, exit out ramp door. Continue offering Ramp-side Service during this phase following Phase 2 guidelines, if requested. (Appointments scheduled during designated time)	Limit number of patrons to capacity consistent with State/local mandates. Continue Ramp-side Service on all days open.	No limit on number of patrons at a time. Ramp-side Service still available.
Materials to check-out		All	All	All	All

Services	Online or phone only: Wifi 24/7, Zoom, ADL, SLED, other resources periodically presented, reference help, Storytime & other prog.	Services from Phase 1. Ramp-side Service, ILL; see Section 2 for complete protocol. Online catalog search (ResourceMate WebOPAC) & emailed / eBB TIDE communicated lists for patrons to create requests.	All of Phase 2, one desktop computer available, checkout and return by appointment. No toys or children's computer available in children's area.	Same as for Phase 3 but no need for appointment for checkout/return. Continue offering Ramp-side Service.	Same as for Phase 4, but now both desktop computers are available. Ramp-side Service available. All toys and children's computer available.
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Check Out Method		Ramp-side Service: see Section 2 for complete protocol.	*Continue Ramp-side Service as in Phase 2. *Inside library “by appointment” checkout: Set up checkout area on one table, not librarian’s desk. Patron leaves items on table, moves six feet away but not toward librarian’s desk. Librarian steps to table, checks items out, bags or leaves for patron to bag, & steps six feet away from table. Patron picks up item(s) & leaves (Enter in front door, Exit out ramp door). *Librarian disinfects area for the next patron.	Same as Phase 3.	Normal. Volunteers and Librarian may choose to use PPE. Ramp-side Service is available.
Returns		In tote outside back door during set hours. See Section 2: Part 4. Returned items quarantined for 3 days.	Same as in Phase 2.	Returned items quarantined for at least 3 days.	Use blue cart and store drop box. Returned items are not quarantined but are cleaned.
Programs	Online only	Online only	Online only	Online only	Resume as allowed by National, State and local guidelines.

Protocol if COVID- 19 Case in Library or City Office	NA	Stop Ramp-side Service, close library for 72 consecutive hours (per Alaska Health Mandate 16, Att. O) Janitor cleans Library after 72 hours.	Same as Phase 2 and/or if patron is COVID positive.	Same as Phase 3.	Same as Phase 3.
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## **Section 2.**

### **Ramp-side Checkout & Return Service (Ramp-side Service)**

#### **Checking out Materials**

1. Ramp-side Service available on Tuesdays, 1-4pm.
2. Patrons may access a DVD List and a New Books/New DVDs List to identify collection materials to request.
3. Soon we hope to have our Library catalog online; stay tuned!
4. Patrons will have emailed or called in their requests. Librarian would put each order in a paper bag and label it with patron's name.
5. Patrons would come to the back door to pick-up and drop-off items, one person at a time coming to the back door.
6. Librarian would open the door (instead of the patron, it would also be locked) and set their materials outside staying 6 feet away.
7. DVDs are checked out for a two week period.

#### **Returning Materials:**

1. Librarian would put out a tote only during the open hours (Tuesday, 1 -4pm) on the back porch with the lid off (lid stays inside).
2. Patrons would deposit their items in the tub & follow signs about protocol (ie just dropping items in the tub but no going through them).

3. At the end of "open" hours, Librarian would disinfect the outside of the tub and bring it inside the back door and put the lid on.
4. Store drop-box closed until Phase 5 of Mitigation Plan.
5. Returned items will be quarantined for 72 hours and cleaned prior to re-shelving.

### **Section 3. Resources**

State of Alaska's Health Mandate #16, Attachment O Libraries, Museums, and Archives; Issued May 7, 2020; Effective May 8, 2020, Part of Phase II

<https://covid19.alaska.gov/wp-content/uploads/2020/05/05072020-Phase-II-016-Attachment-O-Libraries-Museums-Archives.pdf>

CDC poster for wearing cloth face masks

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>

CDC poster on Stop the Spread of Germs

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>

Re-open Alaska Responsibly Poster

<https://covid19.alaska.gov/wp-content/uploads/2020/05/Phased-Reopen-Doc.pdf>

State of Alaska COVID-19 Health Mandates

<https://covid19.alaska.gov/health-mandates/>

CDC guidance

[https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf)