

Womelsdorf Library Action Plan

Covid-19: Yellow Phase

Due to the current global health crisis, the following steps will be undertaken by Womelsdorf Community Library when Berks County, Pennsylvania, moves to the Yellow Phase. Please keep in mind that due to the nature of COVID-19 and the possibility of changes to government recommendations, among other factors, these steps are subject to change.

Yellow Phase One

This phase will begin when we are given the clear to return to work. As of May 23rd, the date for this is June 5th. The Library will open for staff set-up, which will include collection management and practice/training with PPE steps required until we are through green phase. The Library will be operating on reduced hours, in a staff-only capacity, from June 5th to June 11th.

Staff will return to work with one staff-member on per shift. Each shift will be four hours, likely 12pm-4pm. During this time they will be expected to wear a mask for the majority of their shift. Masks will be provided.

PPE Supplies are already in the building, except for the infrared thermometer. Hopefully the thermometer will arrive before June 5th, and staff will be able to take their own temperatures before beginning their shift. If a staff member is displaying a temperature that is at or higher than 100.4, they are not to begin working. They are to inform the director immediately, and go home. Please keep the director updated on your condition.

Staff are then expected to collect materials from the book drop. This may only be done once per day, to reduce exposure. Staff will be required to wear both mask and gloves as they handle materials from the daily book drop. Materials from the daily book drop are to be placed in the back room for 72 hours before they are handled further.

Phase one of our reopening will be staff-only. Staff will retrieve materials that have been returned during this crisis from the back room, wipe down item surfaces with disinfecting wipes and set items on a cart to dry. Once dry, these items can be reshelved, or packed for delivery.

Staff will also be expected to perform library upkeep functions, such as checking and watering plants, checking the bathroom and kitchen for water levels and plumbing function (checking the water level in the toilet bowl and running the sink tap to ensure the water is running at normal level), and taking out the trash.

If at any point during this process, a staff member begins to feel ill, the director must be informed and the staff member must go home.

Yellow Phase Two

During Yellow Phase Two, beginning June 12th, we will be offering limited hours for patrons to pick up holds and requests. These hours will be 11am-4pm Monday, Tuesday, Wednesday, Thursday and Saturday, and 4-8pm Friday.

The library will be open for by-appointment requests. Staff will continue the functions that began in Yellow Phase One. Phase Two will continue to be one staff-member per shift.

Requests will be taken by phone, email, or library facebook page. The requesting patron will be given a fifteen minute pick-up window for picking up their items.

After the book drop is emptied, staff will leave the front door unlocked but lock the door from the lobby vestibule to the library proper. Patrons will not be permitted to enter the library proper. We will place checked out items that have been requested in bags or bins marked with the same system we use for holds—first three letters of last name, last four digits of library card number. Patrons will then be able to enter the vestibule and pick up their items during their fifteen minute pick-up window. If a patron does not arrive during the hour of their pick-up, their items will be pulled back inside and a new pick-up time will be scheduled.

Patrons will not be permitted to use our computers or other facilities. The library proper will remain staff-only for this time period.

Yellow Phase Three

Yellow Phase Three will begin the reintroduction of patrons in the building. The library staff will interact with patrons entirely behind a safety screen.

Phase Three will operate nearly the same as Phase Two, with the crucial difference of allowing patrons fifteen minutes of computer access time. Patrons will be allowed to make an appointment to use computer One, Five, or Ten for fifteen minutes. We will limit this time period, so that the patron will have the minimum interactions with staff. All patrons must wear masks, unless they are medically unable to, to enter the building.

Patrons will be allowed two appointments per day.

After each use, computers, chairs and any items touched will be sanitized.

The Library Staff will interact with all patrons through the library's sneeze guard at the circulation desk. We are not able to offer in-person tech help at this time.

All holds, patron requests, and check-outs will be handled as they have been handled in Phase Two. Patrons may not browse the collection in person. They will be permitted to use the facilities (bathroom and water fountain).

Green Phase

Patrons will be permitted back into the building. Social distancing measures must continue to be enforced, and all patrons must continue to wear masks unless they are medically unable to until the Governor relaxes regulation. Patrons will be permitted to utilize the facilities, and browse the collection. Computer use will still be limited to computers One, Five and Ten, and each computer will be sanitized after use. Staff will continue to interact with patrons primarily from behind their sneeze guard, but are permitted to help those in need with proper social distancing in place.

Patrons may now browse and check out items from the collection. Book drop items will continue to be quarantined for 24 hours until Governor Wolf gives the all-clear and relaxes all regulations.