

NTL Covid-19 Reopening Plan

Phase 3

Date: **September 8,2020**, dependent on local and state assessment of risk

Purpose: Safety measures for reopening the library to the public

The guidelines below are temporary measures to comply with federal, state, and municipal guidelines for operating during the COVID-19 pandemic. They will be under continual reevaluation as risk factors change. They may be modified at any time.

APPOINTMENTS

- The library will limit occupancy to 15 patrons at a time (+ 5-7 staff)
- The library will be open by appointment in 45-minute time slots that start on the hour—15 minutes of cleaning will follow
- Each appointment serves one person—if other family members are coming at the same time, they must have their own appointment, including children
- Patrons must specify the purpose of their appointment: limited browsing, computer use, scanning, faxing, photocopying, and visiting the Local History Room (45-minute slots)
- Volunteers and trustees must make appointments to visit the library

HEALTH AND SAFETY

- The library requires all patrons to wear masks before entering the building
- We encourage all patrons to use the entryway sanitizing station before coming in
- The library will post signs on doors and throughout the building to encourage social distancing and sanitizing measures

CHILDREN

- For safety, the library encourages adults to browse for their children in the Children's Room
- Children between the ages of two and 13 must be masked and closely supervised by caregiver—Children over the age of 13 can browse on their own
- All children over two years old must wear a mask and have an appointment

HOURS

- The library will be open as follows, to allow for cleaning and other Covid-specific tasks: Tue 12-5 Wed, Thurs, Fri 10-4 Sat 11-2
- Curbside hours: Tues 12-6 Wed, Thurs, Fri 10-5 Sat 10-2

TECHNOLOGY

- The library will have three computers available by appointment
- We will have one laptop for outside use and one laptop for checkout, by appointment
- We are not able to offer in-person tech assistance at this time

BOOKS, MATERIALS AND PROGRAMS

- Books and other materials will be placed on carts after patron handling and quarantined for 24 hours
- Materials returned in the book drop will remain quarantined for 4 days, and stored in the Meeting Room
- We encourage patrons to ask staff to retrieve materials whenever possible
- We will not have newspapers available at this time
- At present, our Community Room and other rooms including the Friends Book Store are closed to the public
- The Local History room will be open for appointment-only visits
- The library will accept checkouts only at the Circulation Desk—patrons will be able to use a mobile circulation station whenever the main desk is unattended
- For now, our programming will remain virtual, though we may schedule some outdoor programs if conditions are right

IN THE LIBRARY

- We cannot allow lingering or sitting in the building except at the three computer stations—please note: we have removed all furniture except the computer station chairs
- We will have one bathroom available for the public, but it will not be cleaned after each use—the library can make no claims for its safety

Thank you for your patience as we reopen our doors to the public. We look forward to making your visits to the library a positive experience for all.