

APPENDIX A

Poynette Area Public Library Remote Work / Return to Work Library Re-Opening Plan

The following is a plan for PAPL to re-open in gradual stages after an extended closure:

1. The Library Director works in the library building according to a set schedule, answering phone calls and assisting patrons via email; handling mail; purchasing new materials; quarantining material returned by patrons via the drop box; taking care of normal daily fiscal, personnel and statistical duties.
2. Part-time library employees may work in the building according to a set schedule determined by the Director. The Head of Circulation should maintain that collections work is caught up and circulation tasks are updated regularly. The Program Director can complete work tasks remotely, updating the Library's website and Social Media platforms and can continue planning for upcoming programs (i.e., virtual programs).
3. Some public services are restored OUTSIDE of the library building: curbside pick-up of PAPL collection materials only; limited patron services are restored (copies, faxes, etc.); SCLS delivery of materials is gradually re-started.
4. Priorities prior to patrons being allowed into the building: a) installation of a Plexiglas shield at check-out desk, b) computer work stations moved 6 feet apart, c) library carpet marked with tape at 6 feet increments, d) increased signage for patrons, e) temporary removal of shared toys from the children's area, f) additional sanitization supplies and equipment (i.e., face masks & gloves) ordered and received for staff and patron safety.
5. The Library will re-open to the public with extra precautions for adequate public area sanitization. Library services for patrons are provided on a limited schedule determined by the Library Board (to allow for enhanced cleaning). The Director and library staff on duty may limit the number of people allowed in the library building at one time, based on public safety guidelines provided by DPI, DHS and the Office of the Governor. Computer time is limited to 30 minutes for each patron session, however, library staff can extend time, if necessary. Computers will be sanitized by staff between each patron use. Patron computer use will be scheduled by library staff on an appointment basis.
6. The Library is open to the public, business as usual: patrons/groups can again use the conference room and library staff will resume working their normally scheduled hours.

Approved: May 12, 2020