



Wanaque Public Library Phased Reopening Plan

Approved by Wanaque Library Board of Trustees 5/26/2020

Introduction

Since March 20, 2020 the Wanaque Public Library has remained closed to comply with the maximum public-health restrictions enforced by our state government (Governor Murphy's Executive Order 107). The reopening plan you are reading now is designed to maximize safety for library staff and the public, while still providing good customer service to the community we serve.

Wanaque library staffers were safety-conscious even before the pandemic struck. Since the unfortunate incident at Wanaque Rehab in 2018 where 11 children died from a virus, the Wanaque Library staff has maintained a practice of disinfecting all returned materials. Library staffers are confident that we can maintain a safe and sanitary environment for each other and for our library patrons. However, we must also rely on our patrons to help maintain a safe environment for everyone who uses the building. We will provide ample access to cleaning resources such as disinfectant wipes and hand sanitizers, and will ask everyone to follow established safety precautions: wear a mask while in the building, clean hands frequently, and maintain social distancing.

We are a small library with limited resources. We understand that our reopening plan must take into consideration the health and well-being of staff and patrons, and we will follow public-health guidelines established by the World Health Organization, Centers for Disease Control, state and local governments. We must also take into consideration factors such as the size of our building (it's difficult to create safe social-distancing zones in a small building with lots of heavy furniture), the cost and difficulty of maintaining an adequate supply of disinfectants, cleaning wipes and hand sanitizer. It will take a lot of work to gather all the materials we will need and implement the changes we must make in order to prepare the building for reopening to the public.

On May 18, 2020 Governor Murphy unveiled his three-stage "Strategic Restart Plan" (please see Appendix A). I have based our staged reopening plan on the stages of Murphy's plan.

Phase M began on March 20th when the Governor released Executive Order 107, which enforced mandatory stay-at-home orders. At that time, the library closed to the public. Staff began working from home, with only limited access to the building. We dove headfirst into virtual programming and began offering more online service, including increasing borrower limits for Hoopla and purchasing additional eBook titles.

Phase 2 - New Jersey Stage 2 - Governor Murphy's plan states that libraries can begin providing in-person services again sometime during Stage 2 (we are currently in Stage 1). At Wanaque Library, we will need to divide our Phase 2 into several "subsections" that slowly increase in-person

services while maintaining the safety of our staff and the public. As we continue to learn new information about COVID19, we may need to pivot quickly and adjust our plan to incorporate this new knowledge. Therefore, we fully expect that it will be necessary in the future to modify this reopening plan in order to incorporate new information and new recommended safety protocols.

Phase 2a - provide curbside services. We are confident that we can safely provide curbside services to our patrons as soon as we are permitted to.

- Limited **hours** of operation (9 to 5, Monday through Friday).
- Limited **staff** in building.
 - When not in the building, staff will continue to work from home.
 - When in the building, staff will adhere to the requirements of Executive Order 142: wear masks, wear gloves when handling items to be given to patrons, and maintain social distancing.)
- **Safety and Sanitation** of the building - we will follow a cleaning checklist that ensures all surfaces get wiped down periodically throughout the day. Staffers will be assigned their own workstation for the duration of their shift. We will wipe down all items with disinfectant wipes upon their return to the library.
- **Services** include continuing to assist library patrons via phone calls and emails, handling the backlog of returned items, and offering curbside pickup of library materials to our patrons.
- **Programming** remains virtual, including storytimes, our Virtual Book Club for Adults and an entirely virtual Summer Reading Challenge.

Phase 2b - provide limited patron access to the building. This will happen sometime after we begin offering curbside services. Murphy’s directive states that libraries may reopen their buildings to the public “with proper safeguards, capacity limitations, and sanitation protocols,.” so we will only be able to move into this phase after adequate safeguards and equipment are in place (such as “sneeze barriers,” reconfiguring public spaces to maximize social distancing, procurement of the necessary supplies of hand sanitizer, wipes etc.)

First step of Phase 2b

- Limited **hours** of operation, and the building is open to the public only as far as the front desk on the main floor (no browsing in the fiction area, no access to the children’s room). The elevator enclosure will remain locked to prevent access to the children’s room.
- **Staffers** increase the number of hours we work in the building, but may still work some hours from home. Staff continue to follow safety/sanitation procedures outlined in Phase 2a.
- **Safety and Sanitation:**
 - Occupancy of the building will be enforced so as not to exceed 50% occupancy.
 - Library patrons will be expected to respect current public health guidelines. All library patrons must wear masks and clean their hands with hand sanitizer or disinfectant wipes upon entering the building. All library patrons are expected to maintain social distancing.
 - Staff will follow our cleaning checklist and wipe down surfaces multiple times a day.
 - Restrooms on the main floor will be reserved for the use of library patrons. Library staffers will use the restrooms in the children’s area.
- **Services.** Curbside service will remain an option for our patrons who don’t want to enter the building or who can’t use the stairs. We will strive to provide limited fax, printing and photocopy services. If all goes well in the beginning of Phase 2b, we may then decide to begin allowing patrons to make appointments to use computers.
- **Programming** continues to be virtual.

Second step of Phase 2b

- **Staff** will resume working most of our hours at the library building.
- **Safety and sanitation:**
 - For as long as it is mandated, we will limit occupancy of the building to 50% of capacity. If library patrons are waiting to use resources or to enter the building, we reserve the right to limit a current patron's time on the computer or in the building.
 - Library patrons will be expected to respect current public health guidelines. All library patrons must wear masks and clean their hands with hand sanitizer or disinfectant wipes upon entering the building. All library patrons are expected to maintain social distancing.
 - Library patrons will also be asked to sanitize their hands before using any library equipment or materials (such as touch screen photocopier or public computers)
 - Staff will continue to follow cleaning checklists & wipe down surfaces multiple times a day.
 - Restrooms on the main floor will be reserved for the use of library patrons. Library staffers will use the restrooms in the children's area.
- **Services:**
 - Library patrons may browse the collections located on the first floor (adult, teen, music, large print and DVDs).
 - While the children's area will remain closed to the public, patrons can continue to request items from that section of the building and staff will gather the materials for the patron.
 - Public use of computers can resume, while maintaining social distancing and sanitation guidelines. If we end up with a line of people waiting to use computers, we may need to limit patrons' time on the computer to 30 minutes.
 - Curbside services will continue to be offered.
- Most **programming** continues to be virtual

Phase 3 / New Jersey Stage 3: provide increased public access to building

- Library **hours** return to "normal." **Staff** return to working almost all of our hours at the library.
- **Safety and Sanitation:**
 - All library staff and patrons (including children) will follow current public health, occupancy and social-distancing recommendations made by the CDC or our government.
 - We will estimate the number of people each area of the library can reasonably hold, we will make signs notifying the public of these occupancy limits, and if any section of the library gets overcrowded (such as the children's room) we will limit access temporarily.
 - Puzzles, toys, and other high-touch items will remain stored away from the public.
 - All safety and sanitation procedures established during previous phases remain in effect.
- **Services**
 - All areas of the library are open to the public.
 - When the Children's Room reopens to the public, everyone entering the children's room (either from the elevator or by the stairs) will be asked to sanitize hands upon entering the room. Hand sanitizer dispensers and disinfecting wipes will be provided.
- Most **programming** continues to be virtual.

Phase 4 / New Jersey Stage 4: “The New Normal”

Please stay tuned.

Conclusion

Given the unpredictable nature of this pandemic, our reopening plan must be fluid in nature. The Library Director and staff must have the ability to make substantive changes to this plan in between board meetings. If the pandemic situation gets worse again, we may need to quickly roll back to an earlier phase of service, and we must also ensure that the proper safeguards are in place before we move to a higher phase of services. In cases where we need to adjust the plan, rest assured that changes made between board meetings will be discussed and can be ratified at the next board meeting.

In addition, there will surely be instances where this plan conflicts with library policies that were previously in effect, such as our Patron Code of Conduct (which has not been updated in several years and therefore doesn't say anything about having to wear a mask in the building.) This isn't a good time to review all previous policies to bring them in line with this one, and therefore I suggest that, in cases where this safety plan conflicts with an older library policy, the policies and procedures outlined in this plan should take precedence.

I don't know how long we will need to remain in “Phase 2a” - curbside services. Even after Governor Murphy announces that New Jersey can begin Stage 2, we will not be able to open the building to the public until we have the proper safeguards, cleaning supplies and PPE. I am hopeful that we will be able to work with Borough Administrator Paul Carelli and the Wanaque Borough DPW to help us get these things done. None of the measures that are necessary to ensure public safety were included in our 2020 budget, so I also hope that we will be able to receive financial support from the Borough, through CARES Act money and through other available grants.

Finally, I cannot heap enough praise upon the staff of Wanaque Public Library. In the face of an unimaginable and uncharted situation, my colleagues and I have managed to continue providing service to the public in ways we could not have dreamed, only months ago. And we look forward to continuing to serve our community safely, and creatively, into the future.

Respectfully submitted,

Mary C. Martin



The Road Back: Restoring Economic Health through Public Health



«« If health metrics develop unfavorably, measures from the maximum restrictions stage or stages 1, 2, 3 may be reinstated

	Maximum restrictions	STAGE 1	STAGE 2	STAGE 3
What is happening?	Strict social distancing Non-crucial industries closed	Restrictions relaxed on low-risk activities that may be easier to safeguard	Moderate-risk activities restarted with safeguarding	Higher-contact activities restarting with significant safeguarding
Which precautions apply across stages?	Work that can be done from home should be done from home	Clinically high-risk individuals who can stay at home should do so	Residents and businesses should follow state and federal safeguarding guidelines: Wash hands regularly Wear masks in public Respect social distancing Limit gatherings Disinfect workplaces No mass gatherings	
Which businesses are open?	Crucial industries with safeguarding and modifications, e.g., emergency healthcare, essential construction with social distancing	Easiest to safeguard work activities with safeguarding and modifications, e.g., non-essential construction with protections, curbside retail	More work activities allowed with safeguarding and modifications, e.g., outdoor dining, limited personal care	Most work activities allowed at physical locations with safeguarding & modifications
Which social activities are allowed?	<ul style="list-style-type: none"> Socialization only with household members, family, caretakers, romantic partner Only leave home for limited reasons such as essential shopping and exercise 	<ul style="list-style-type: none"> Outdoor recreation (e.g., hiking) and beach visits allowed with social distancing Other limited activities may be allowed with significant restrictions, e.g., drive-in activities 	<ul style="list-style-type: none"> More activities with proper safeguards, capacity limitations, and sanitation protocols may reopen, e.g., libraries and museums 	<ul style="list-style-type: none"> Higher-density settings may be considered with safeguards, e.g., limited entertainment, bars with limited capacity
Are childcare and education operating?	<ul style="list-style-type: none"> Child care open for children of essential workers K-12 and higher education engaged in distance learning 	<ul style="list-style-type: none"> Child care may expand with capacity restrictions K-12 and higher education engaged in distance learning 	<ul style="list-style-type: none"> Child care may expand with capacity restrictions Potential for some in-person learning with modifications in K-12 and higher education Summer school and summer camps may have limited in-person engagement if health conditions improve 	<ul style="list-style-type: none"> Child care likely open for most K-12 and higher education may operate in person with reduced capacity Day and summer camps likely open for all with safeguards and modifications
Is public transit available?	<ul style="list-style-type: none"> Public transit with enhanced safeguards (e.g., regular vehicle disinfection) encouraged only for essential workers Service may be modified with off peak travel encouraged Personal protection measures, e.g., social distancing, face coverings 	<ul style="list-style-type: none"> Public transit with enhanced safeguards (e.g., regular vehicle disinfection) encouraged only for those who cannot work from home Service may be modified with off peak travel encouraged Personal protection measures, e.g., social distancing, face coverings 	<ul style="list-style-type: none"> Public transit with enhanced safeguards (e.g., regular vehicle disinfection) encouraged only for those who cannot work from home Service may be modified with off peak travel encouraged Personal protection measures, e.g., social distancing, face coverings 	<ul style="list-style-type: none"> Public transit with enhanced safeguards (e.g., regular vehicle disinfection) is no longer discouraged for any passengers Service may be modified with off peak travel encouraged Personal protection measures, e.g., social distancing, face coverings
How do I take care of my loved ones and myself?	<ul style="list-style-type: none"> I stay at home as much as possible and check in virtually with my loved ones When I have to go outside, I wear a mask and stay 6ft away from others I call a doctor in the event of fever, cough, or shortness of breath 	<ul style="list-style-type: none"> I stay at home as much as possible and check in virtually with my loved ones When I have to go outside, I wear a mask and stay 6ft away from others I have access to elective healthcare I call a doctor in the event of fever, cough, or shortness of breath 	<ul style="list-style-type: none"> I continue to stay at home for the majority of my time I engage in small social activities with a limited circle of friends and family I can engage in some outdoor activities with social distancing I call a doctor in the event of fever, cough, or shortness of breath 	<ul style="list-style-type: none"> I follow all safety guidelines posted in public spaces, e.g., I anticipate and respect capacity limits at my local restaurants I call a doctor in the event of fever, cough, or shortness of breath

Widespread use of vaccine or life-saving treatment
 In-person work can resume for all
 Measures from previous stages may be swiftly reinstated if health conditions deteriorate

WHAT DRIVES STAGES?

- Health indicators:** New cases; hospitalizations; use of ICU; use of ventilators
- Availability of testing and contact tracing capacity per 100,000 residents**
- Healthcare system resiliency** (beds, health workers, PPE)
- Ability to effectively safeguard workplaces**
- Safeguarded child care, education, transit availability**
- Compliance of individuals and employers**