

COVID-19 Reopening Phases of the Eaton Rapids Area District Library

Phase One:

- Staff returns to the building on a limited basis (work from home schedule (WFH) is still used)
- Updates made to the building to ensure safe social distancing practices for when we reopen to the public
- Supplies purchased (hand sanitizer, gloves, masks, face shields, etc.)
- Vestibule pick up begins of our materials as well as programs in a bag
- Masks required by staff at all times

Phase Two:

- Staff remains in the building, but still utilizes a WFH schedule
- Reopen parts of the Library with limited hours and limiting the number of people allowed in the building at one time (computers and limited seating)
- Keep vestibule pick up and programs in a bag
- Masks required by staff and patrons at all times
- Ask patrons to limit the number of people that enter the building together
- Prohibit patrons that have flu-like symptoms (or have had them within the last 72 hours) from entering the building

Phase Three:

- Staff remains in the building, but still utilizes a WFH schedule
- Reopen the stacks of the Library to the public using one-way aisles
- Increase hours open to the public
- Keep vestibule pick up and programs in a bag
- Masks required by staff and patrons at all times
- Ask patrons to limit the number of people that enter the building together
- Prohibit patrons that have flu-like symptoms (or have had them within the last 72 hours) from entering the building
- If a self-check out station(s) is feasible we will implement it in this phase

Phase Four:

- Staff remains in the building, but still utilizes a WFH schedule
- Reopen entire Library (all computers, tables, shelves)
- Reinstate full hours
- Keep Vestibule pick up and programs in a bag
- Ask patrons to limit the number of people that enter the building together
- Prohibit patrons that have flu-like symptoms (or have had them within the last 72 hours) from entering the building
- Masks required by staff and patrons at all times

Phase Five:

- Entire staff returns to normal work schedule (unless deemed otherwise)
- Toys return to the play area
- Programs return to normal

All of these plans and activities are subject to change, depending on new guidelines from government and health officials, but it is the basic framework for reopening the Library to the public at this time.