

Opening Lincoln County Public Library for Curbside services beginning May 18th, 2020

Introduction

Due to the Covid-19 pandemic starting in March of 2020, the Lincoln County Public Library unfortunately closed its doors to the public. The Library's administration and Board of Trustees are responsible for determining what reopening on May 18th might mean in light of living with the coronavirus. This document is the result of working with Library staff and Board members, and will focus on safety and adheres to the current April 2020 guidelines from the Center for Disease Control. *All planning is subject to change as the situation dictates, and will be evaluated weekly during the month of May.*

Serving the Public

On May 11th, staff will begin phasing back into the library to prepare for opening. There will be no more than 4 employees working at a time and social distancing will be applied. Employees must wear a mask and gloves, which will be provided.

The Lincoln County Public Library will be serving the public with a curbside service in PHASE ONE starting on May 18th. PHASE TWO will be implemented after all safety materials are received and the situation is deemed safe for patrons to begin coming in with limitations to enforce social distancing. When the immediate threat of COVID-19 is behind us, the library will progress into PHASE THREE.

Library Hours

The Fayetteville-Lincoln County Public Library will provide services for the following hours (the last regular hour after these times will be used to clean materials and surfaces used by staff):

Monday	9am-5pm
Tuesday	9am-7pm
Wednesday	9am-5pm
Thursday	9am-7pm
Friday	9am-4pm
Saturday	9am-3pm
Sunday	CLOSED

PHASE ONE

Curbside Service

1. Patrons can search the Library's catalog on the website at <http://www.flclibrary.com/> to find Library items. After selecting the items wanted, patrons call the Circulation Desk at 931-433-3286 to request up to 10 items. ILL will not be available during this time as most libraries are not offering this service.
2. A Circulation team member will gather the requested items, checkout the items to the patron account and notify them when the items are ready for pickup.
3. A bag with the requested materials will include the checkout receipt. The patron's name and the date requested are on the outside.
4. Requested items to be held for the usual 2 weeks include books, audiobooks, and movies.
5. Patrons drive to the Library and call when they are in the parking lot. The Circulation staff will instruct them to park in the designated area.
6. A staff member will bring the books, in a bag, out to the patron's car wearing a mask and gloves during the entire process. Staff will address any inquiries during this time.

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7. Items may ONLY be returned via the outdoor bookdrop and must sit for at least 48 hours before returning to shelves.
8. Requests made after 5pm will be processed ready for pick up the next day.
9. Fines will continue to be on hold at this time.

PHASE TWO

Limited Library Usage

1. Only the downstairs of the library will be available for use. If a patron needs an item or information from the genealogy room or upstairs materials, they will need to alert a staff member who will retrieve it for them.
2. Sanitation supplies including masks and gloves available to patrons in addition to hand sanitizer stations placed throughout the building.
3. Sneeze guards will be placed on the circulation desk with openings large enough for the exchange of materials. Staff will be required to wear masks and gloves. Markings will be placed on the floor to indicate standing areas and enforce social distancing while checking out materials.
4. Computers will be spaced at least 6 feet apart with barriers on either side. Computer areas will be sanitized after each usage. Computer time will be limited to 1 hour per person, with extra time allotted for those who need it (homework, job applications, etc.). Areas will be cleaned and sanitized between each use.

PHASE THREE

Library Fully Open

Library open to the public, business as usual, all library services for the general public are provided as normal and as scheduled.

Staff Parameters

Staff will return to work on a staggered basis. Other staff will be on call and/or working from home as part of a plan for limiting exposure. This will enable us to have staff available should the need arise, to enable minimal maintenance with limited personnel.

Meeting Room Use

No public use of the meeting room until further notice. This is accordance with current CDC guidelines.

Library Programs

Library programs that have been moved online will continue to be virtual for public consumption without gathering in person.

Programs for adults

The Adult Book Club has agreed to pause until they are able to meet again. Korean Club will continue meeting virtually.

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Summer Reading Program

The popular Summer Reading Program will be virtual. The State Library and Archives has provided READSquared platform for the usage of TN libraries.

Story Times

Story Times will be virtual via Facebook and the library page.

Internet Access

The library Wi-Fi has been placed for easy access from the parking lot. Picnic tables have been placed outside for use, and will be sanitized regularly.

How COVID-19 can affect the workplace and Library Contingency Planning

1. *Plan for absenteeism.* A coronavirus outbreak could cause staff to remain home. As much as possible, employee hours should be staggered to assist with the required changes. We have created a staggered schedule that limits exposure at the workplace and enables us to flex staffing as needed to cover the departments and planned services.
2. *Interrupt supply and delivery.* The Library staff should plan for changes in deliveries of materials. If necessary, make certain that staff is available to receive deliveries as needed. We are planning a staggered schedule so that there is at least one person available on delivery days.
3. *Sick employees.* For any reasons, they will be strongly encouraged to stay at home.
4. *Vulnerable work employees.* They will be allowed telework, from home or be on-call from home. This includes our staff over 60 and those with [underlying medical conditions, particularly if not well controlled.](#)
5. *Provision of adequate cleaning supplies to disinfect the workplace and library materials.* The Library's provision of materials to the public directly influences our ability to clean them between usages or 'quarantine' the materials for up to 3 days to allow the virus to dissipate before going out to the public.
6. The County administration mandates that staff wear gloves and masks. Staff may choose to wear their own reusable masks.

Possible staff exposure to COVID-19 by:

1. *Public* – when in contact with the public, staff is required to practice physical distancing of at least 6ft apart with the exception of the brief and controlled exchange of library materials.
2. *Non-occupational risk factors at home and in community settings.* When not at work, staff should be aware and follow the CDC guidelines regarding activities such as travel.
3. *Handling of Library materials directly after they have been in contact by infected persons.* The staff will follow the American Library Association's guidelines for cleaning items returned by patrons. For example, books should be wiped off with bleach and water (if possible without damage), then remain in quarantine for 48 hours.

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Controls necessary to address this risk. Cleaning supplies, masks, gloves, hand sanitizer. We will promote frequent and thorough hand washing, by providing workers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, the library will provide alcohol-based hand sanitizing areas containing at least 60% alcohol. We have established some protocol already for staff in regard to arriving for work, first steps, etc.

Our contingency plans for situations that may rise because of outbreaks such as:

1. Encourage respiratory etiquette, including covering coughs and sneezes plus the wearing of masks.
2. Provide tissues and trashcans for public use.
3. Discourage staff from using other workers' phones, desks, offices, or other work tools and equipment when possible. For example, staff will answer an assigned phone and no other staff will use it.
4. Staff will maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. When choosing cleaning supplies, the Library will consult current standards on Environmental Protection Agency (EPA) approved disinfectant labels with claims against emerging viral pathogens.
5. The Library will provide resources and a work environment that promotes personal hygiene. Some examples are - tissues, no-touch trash cans, hand soap, alcohol based rubs, disposable towels for workers to keep their work surfaces clean.

Citations:

"Guidance on preparing workplaces for COVID-19". <https://www.osha.gov/Publications/OSHA3990.pdf>. Occupational Safety and Health Administration. OSHA 3390-03 2020. Accessed 21 April 2020.

"Interim Guidance: Get Your Mass Gatherings or Large Community Events Ready for Coronavirus Disease 2019 (COVID-19). <https://cdc.gov/coronavirus>. Centers for Disease Control. 04/05/2020. Accessed 21 April 2020.

"Handling Library Materials and Collections During a Pandemic". <http://www.ala.org/alcts/preservationweek/resources/pandemic> ALCTS, a division of the American Library Association. Accessed 21 April 2020

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>