

REOPENING POLICY

Mechanicsville Public Library board and staff have developed a phased opening of the library in 5 Stages (see most recent *Mechanicsville Public Library – Phased Reopening Plan*)

We will do our best to provide a clean and welcoming environment for people of all ages, while at the same time following social distancing and mitigation practices. As we move through the reopening phases the library's "Safe Child" policy is still in play.

The library will operate on reduced open hours throughout the reopening phases.

Library staff will provide curbside service at the posted times to allow the most flexibility for the community to use the service. These hours will gradually increase as we move through the reopening phases. However, the library's hours of operation will remain fluid based on the pandemic's impact in Iowa, in Cedar County, in Mechanicsville, and in neighboring communities.

We ask that patrons wanting to use curbside service call ahead and plan with library staff materials that are needed. Patrons may also place holds through our online catalog. If a pick-up time was not initially established the library staff will contact the patron when their materials are ready. If materials were requested through the online catalog a text or email will be sent to patron indicating their reserve is ready. Pick-ups will be available during the curbside hours of operation only.

Library staff will wear masks when servicing the public and when more than one person is in the library. Staff will regularly use hand sanitizer and wash hands after contact with returned materials and highly touched surfaces.

Staff will quarantine all returned items for 72 hours. Items will go through a two-process check-in. First check-in will be in the quarantine area of library at a designated computer to remove materials from the patron's account. After 72 hours in quarantine the materials are checked-in a second time at the front counter. The second check-in will alert staff and patrons to any reserves. If no reserve is placed on a material it will be placed back on the shelf.

During the reopening phases that allows the public in the building, it will be requested that visitors wear a face covering, use hand sanitizer if they are browsing or using a computer, and maintain the recommended 6' of social distancing to promote the general health and well being of everyone using the building. Staff will monitor and replace hand soap and sanitizer at all locations as needed.

Adopted: August 5, 2020