



Lester Public Library of Vesper

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**Lester Public Library of Vesper
August 21st, 2020**

Re-evaluated and Updated Reopening Library Procedures Plan in response to the COVID-19 pandemic

After much thought and discussion, while considering the latest guidelines and recommendations from the Wood County Health Department and the Wisconsin Department of Public Instruction, while utilizing the Governor's Badger Bounce Back Plan and the White House's Open Up America Plan the library board of The Lester Public Library of Vesper has made the following decisions that they feel are best for our community, our library patrons and our library staff.

By patrons voluntarily using the library, the library board views this as an acknowledgment, on the patron's part, of the contagious nature of COVID-19 or any illness. It is viewed that patrons voluntarily assume the risk that they and/or their family may be exposed to or infected by COVID-19, or any illness, by utilizing the library. Patrons need to understand that the risk of becoming exposed to or infected by COVID-19, or any illness, at the library is real. The library is taking precautions to help prevent any exposure or infection, but can not be held liable if it should happen.

This plan may change without notice if new recommendations or requirements cause us to reevaluate and revise our procedures and plan. The public shall be notified as soon as possible of any such changes.

Effective: September 1, 2020

Library Building Open to the Public:

The Lester Public Library of Vesper building will be open to the public our normal business hours beginning on September 1st, 2020.

The Building will be open to the public:

Mondays & Tuesdays 10 am - 5 pm

Wednesdays & Thursdays 2 pm - 7 pm

Fridays & Saturdays 9 am - Noon

Curbside Pick Up:

Curbside pick up is still available upon request during our normal business hours.

Patrons will need to call or email for curbside pick up requests and staff will fill the requests as soon as they are able. Phone: 715-569-4669 or email: vespl@tds.net

Please refer to the library's website for the Library Catalog link to see what is available. Patrons may ask for "librarian's choice" items for curbside pick up and let staff know what materials you enjoy and/or are looking for.

Restrictions and Requirements During Open Building Hours:

- Only 10 patrons may be in the library building at one time, which is 30% of our maximum capacity. This does not include staff.
- Library policy states that all children under age 8 must be in the immediate vicinity and in visual contact of a designated caregiver age 12 or older while in the library.
- The children's play area will be closed until further notice.-Patrons and staff are expected to practice social distancing by staying 6 feet apart whenever possible.
- Staff and patrons will be required to wear masks as stated under the Wisconsin governor's order. The Wisconsin Governor's Executive Order #82 declared a public health emergency to combat the uncontrolled spread of COVID-19 throughout the State of Wisconsin.
- Anyone, both patrons and staff, feeling sick and/or displaying symptoms of COVID-19 should not come to the library and will be asked to leave if they do so.
- High touch points and areas of heavy use will be cleaned frequently.
- The public restrooms will be cleaned at the end of each day.
- Computers will be available to use in 30 minute increments. Computers will be positioned at least 6 feet apart and be cleaned as best as possible between each use.
- Printing, copying and faxing services is available for patrons.
- The library will have baskets available and encourage patrons to use them when browsing. They will be asked to please put any materials they touch into the basket. If they decide not to check out an item, they are asked to leave it in the basket, return the basket to the circulation desk and our staff will take care of them. Staff will then take the items, quarantine them for at least 96 hours (4 days) and then reshelve them.
- Materials returned to the library will be quarantined for at least 96 hours (4 days) and then checked in. Any fines accrued during that time will be forgiven.
- Patrons are asked to limit their visit to the library to 30 minutes per day.
- There will be no in-library programming, gatherings or room reservations until further notice.

Plan for Possible Closure:

-If the library is notified that someone diagnosed with COVID-19 visited the library while they would have been contagious the library will close for at least 48 hours, but may be up to 1 week. This will allow the library to be empty of people at least 24 hours after notification and then at least 24 hours to deep clean, following the guidelines from the WI DPI and the CDC.

-In the event that the Wood County Health Department recommends or requires non-essential businesses (example: libraries) to close, we will immediately follow their direction. If it is permissible, we will still offer curbside pick up to our patrons. We will not reopen until the Wood County Health Department gives us a recommendation on how to proceed.

Staff:

-The Families First Coronavirus Response Act requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. For specific details see:

https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf

-Staff will use the Wood County Health Department's symptoms checklist form each work day to ensure they are safe to come to work.

-If any staff are diagnosed with COVID-19 they may not return to work until they are free of fever (>100.4°F) AND respiratory symptoms (for example, cough, shortness of breath) for at least three days (72 hours) without the use of fever-reducing medicine AND seven days have passed since symptoms first appeared, following state guidelines.