

**Lester Public Library of Vesper
May 20th, 2020**

Reopening the Library Procedures Plan in response to the COVID-19 pandemic

After much thought and discussion, while considering the 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 their part, of the contagious nature of COVID-19, or any illness, and 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: June 1st - June 29th, 2020

Partial Opening to the Public:

The Lester Public Library of Vesper building will be open to the public beginning on June 1st, 2020 with modified hours June 1st through June 29th, 2020.

The Building will be open to the public:

- Mondays 10 am until 5 pm
- Wednesdays 2 pm - 7 pm
- Fridays 9 am - Noon

The building will be closed to the public Tuesdays, Thursdays, Saturdays and Sundays.

Curbside Pick Up:

June 1st through June 29th, call ahead curbside pick up appointments will still be available.

Curbside pick up appointments are available:

- Tuesdays 10 am - 5 pm
- Thursdays 2 pm - 7 pm
- Saturdays 9 am - Noon

Patrons must call ahead for curbside pick up appointments. Patrons will not have access to the building during this time. During this time staff will deep clean the library. Staff will also be

available to answer phone calls and email at the library during this time. Phone: 715-569-4669 or email: vespl@tds.net

Patrons may ask for “librarian’s choice” items for curbside pick up. Patrons can find a link to a Google form on our website or Facebook page to fill out that will help staff pick out materials they may enjoy. They may also call us and answer a few questions and let staff pick out some items for them.

Restrictions and Requirements During Open Building Hours:

- Only 6 patrons may be in the library building at one time, which is 25% of our maximum capacity. This does not include staff.
- Children under the age of 12 may not use the library unattended by an adult. The children’s play area will be closed.
- Patrons and staff are expected to practice social distancing by staying 6 feet apart whenever possible.
- Staff will be required to wear masks whenever patrons are present. Patrons are encouraged to wear a mask also, and can request one from staff if they do not have their own.
- 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.
- The public restrooms will be wiped down by staff after each use using recommended products. They will be thoroughly cleaned at the end of each day.
- Computers will be available to use by appointment only. Patrons can reserve a computer for 30 minutes at a time by calling ahead during our open building hours. Computers will be positioned at least 6 feet apart and be cleaned as best as possible between each use.
- Printing, copying and faxing services will be available for patrons during our open building hours.
- 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 72 hours and then reshelve them.
- Patrons are asked to limit their visit to the library to 30 minutes per day.
- There will be no in-library programming.

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 up to a maximum of 4 days. 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: [EMPLOYEE RIGHTS](#) (live link) or:

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.