

Putnam County Library System Phased Plan for Re-Open

Phase I – Began Friday, April 17.

- Offer Curbside Service for borrowing reserved materials to patrons.
 - Patrons able to reserve materials online or by phone. Patrons can then arrive at branch location, call and give librarians their library card number, librarian will deposit materials in trunk of car for patrons.
 - Service available at all locations. Hours: 10am-6pm at Cookeville Branch, Noon-4pm at Algood, Baxter, and Monterey Branches.
- Allow computer access by appointment only.
 - Patrons can call branch location to make a computer appointment. Appointments last for one hour, but can be extended in circumstances involving applying for benefits or any kind.
 - Service available at Cookeville, Baxter, and Monterey Branches (Algood Branch is too small to safely accommodate computer access safely). Hours for this service: 10am-2pm (last appointment taken) at Cookeville Branch, Noon-4pm at Baxter and Monterey Branch.
 - Computer stations are disinfected after every use.
- Virtual content offered through Social Media.
 - Continuously updating social media accounts with content for patrons including but not limited to; virtual/live stream story times, virtual crafting programs, virtual tutorials for online resources, information concerning COVID-19 and other necessary and newsworthy info.
- Quarantining of all incoming materials.
 - All materials must be returned in the book drops.
 - Materials will be removed daily from the book drops and placed into quarantine for 3+ days before being checked in.
 - All late fines will be waived during this period.
- No meeting room access.
 - All public meeting rooms and study rooms are closed, no library programs are being held in person.

During this phase, we have established all our essential services to the community while maintaining the maximum amount of safety for staff and patrons alike. Staff are working in staggered shifts to reduce the exposure to other staff yet still maintaining the proper levels of staff to appropriately deliver the services necessary to patrons. Regular disinfecting of library is happening. Use of masks and gloves among staff is currently on a voluntary basis per OSHA regulations.

Approved by Library Board of Trustees 5/12/2020
Amended by Library Board of Trustees 6/9/2020
Amended by Library Board of Trustees 7/14/2020
Amended by Library Board of Trustees 9/8/2020

Phase II – Enacted by data driven results (Calculated by when the average daily new cases for Putnam County, measured on a weekly basis and as reported by the TN Department of Health, have decreased for two consecutive weeks), or as directed by the Library Board of Trustees. In addition, complete acquisition and installation of proper PPE; sneeze guards for circulation desk, sanitizer stations for all entryways, and (if available) masks for patron use. **All social distancing measures are still in effect.**

- Patrons are now allowed back into the library.
 - We are encouraging only one family member come at a time.
 - Patrons will not be allowed in reading areas or shelves. Librarians will acquire any materials desired by patrons in collection.
 - Patrons will be able to browse collection on the catalog computer or using the catalog on public access computers.
 - Due to tight spaces and an inability to properly social distance, the children’s library at the Cookeville branch will remain closed. Patrons will still be able to borrow children’s materials through the upstairs desk.
- Computer access is on our normal walk-in basis.
 - Computers stations will be separated to maintain a safe 6’ distance. Patrons can access computers normally.
 - One hour, once a day time restriction is still in effect. Exceptions can be made when applying for benefits.
 - Computer area will be regularly and visibly disinfected.
- Curbside service still available for those that request it.
- Meeting rooms and study rooms still closed to the public.
- Materials still being quarantined.
 - Materials must still be returned only to the book drop.
 - Late fines are still being waved during this phase.
- Virtual content still being produced for social media.
- Library Hours for Cookeville Main Branch will remain the same as Phase I (Mon-Fri 10am-6pm). Branch hours may be slightly expanded if possible. Hours and Library capacity can be reduced if necessary by the library director.

During this phase, more staff will be in the building at one time in order to properly deliver services necessary for this phase. Masks will become required for staff while working in the building, all OSHA regulations for this requirement will be upheld. In order to encourage and maintain social distancing guidelines; we will also be providing tape markers on the floor in front of circulation desks to establish safe 6’ distance markers for patrons, we will have signage throughout the buildings that explain the proper methods of social distancing, urging patrons to wear masks, proper hygiene, etc., and we will attempt to provide disposable masks for patrons who do not have masks of their own. Masks will not be required to enter building, but strongly encouraged.

Approved by Library Board of Trustees 5/12/2020
Amended by Library Board of Trustees 6/9/2020
Amended by Library Board of Trustees 7/14/2020
Amended by Library Board of Trustees 9/8/2020

Phase III – Enacted by data driven results (Continued downward trend in average daily new cases, as measured by for Phase II, for Putnam County for a 2-week period from the enactment of phase II), or as directed by the Library Board of Trustees. **All social distancing measures are still in effect.**

- Curbside Checkout will still be available to those that request it.
- Patrons are now allowed to browse shelves.
 - We are still encouraging only one family member to come in at a time.
- The Children’s library will be accessible by appointment only.
 - Walk-in appointments will be available if current appointment times are available at time of walk-in.
 - No more than 6 people will be allowed into the children’s library at one time.
- Meeting rooms will now be open to groups of 10 or less.
 - Study rooms will still be closed.
 - Library programs will still be suspended. Virtual content will still be produced as much as possible. A special consideration may be enacted for story time and Summer Reading Program, if it can be done safely.
- Computer access will remain the same as Phase II.
- Materials will still be quarantined.
 - Late fines will not be assessed to returned materials.
- The library will resume charging for copies, prints, and faxes. We will also be resuming payments on lost or damaged materials.
- Algood, Baxter, and Monterey Branches will move back to normal hours, unless staffing restrictions limit hours. Cookeville Branch hours will be 10am-6pm Monday through Friday. Branch services may vary due to limitations, we recommend contacting your local branch first to ensure greatest quality of service.

During this phase, signage and markers will still be in place to maintain social distancing measures. Staff will still be required to wear masks.

Phase IV – Enacted by data driven results (Continued downward trend in average daily new cases, as measured by for Phase II, for Putnam County for a 2-week period from the enactment of phase III), or as directed by the Library Board of Trustees. **All social distancing measures are still in effect.**

- Curbside Checkout will still be available to those that request it. Due to staffing, curbside checkout will only be available between the hours of 10am and 2pm Monday through Friday.
- Patrons are now allowed to enter reading areas.
 - Reading areas will be spaced out according to proper social distancing measures and sanitized regularly and visibly.
 - We are still encouraging only one family member to come in at a time.
- Meeting rooms still open to groups of 10 or less.

Approved by Library Board of Trustees 5/12/2020
Amended by Library Board of Trustees 6/9/2020
Amended by Library Board of Trustees 7/14/2020
Amended by Library Board of Trustees 9/8/2020

- Study rooms will still be closed.
- Library programs will still be suspended. Virtual content will still be produced as much as possible. A special consideration may be enacted for story time and Summer Reading Program, if it can be done safely.
- Computer access will remain the same as Phase II and III.
- Materials will no longer be quarantined.
 - Late fines will now be assessed to returned materials.
- Algood, Baxter, and Monterey Branches will continue normal hours, unless staffing restrictions limit hours. Cookeville Branch hours will be 10am-6pm Monday through Friday and 10am-5pm Saturday.

During this phase, signage and markers will still be in place to maintain social distancing measures. Staff will still be required to wear masks.

Phase V – Enacting this phase should be based on federal, state, and local government guidelines but will ultimately be a decision of the Library Board of Trustees.

- Complete re-open of the library back to normal pre-COVID 19 procedures.

considerations to the plan

- If for any reason data suggests that levels of COVID 19 are spiking/trending back up, PCLS may revert to previous phase(s). This will be tracked with the same average new cases per week data used for the progression of phases: if a weekly result showed a substantial increase (increase of 50% or more over previous week) the Putnam County Library Board of Trustees will determine by called meeting if the library will revert to a previous stage.
- Determination of weekly status in regards to COVID 19 case data will be measured following a Friday-Thursday week. This will give PCLS the opportunity to announce any change on Friday with change in phase taking place on the following Monday

Approved by Library Board of Trustees 5/12/2020
 Amended by Library Board of Trustees 6/9/2020
 Amended by Library Board of Trustees 7/14/2020
 Amended by Library Board of Trustees 9/8/2020