

STAGE	DESCRIPTION
Pre-stage 1	<ul style="list-style-type: none"> <li>• Staff will begin accepting returns for library materials following all safety guidelines</li> <li>• The materials and building will be sanitized following recommendations</li> <li>• The library will not be open for public services such as checkouts, holds, computers, and photo copies</li> </ul>
Stage 1	<ul style="list-style-type: none"> <li>• Some staff will work in the building according to set schedule for distancing.</li> <li>• No more than 5 staff members may be in the building at one time.</li> <li>• <b>Only one person allowed in staff room at a time.</b></li> <li>• Some duties: <ul style="list-style-type: none"> <li>• Phone and electronic reference questions answered</li> <li>• Work with NEKLS on Interlibrary loan</li> <li>• Work with vendors in whatever capacity can do so safely</li> <li>• Handle mail</li> <li>• Process materials, shelf read and clean, make corrections as come up</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Handle fiscal, personnel, reports, mail orders and receiving</li> </ul>
<p>Stage 2</p>	<ul style="list-style-type: none"> <li>• All staff can work in building as long as keep number at five at a time and individuals stationed as follows and as explained above: <ul style="list-style-type: none"> <li>• 1 person in staff room</li> <li>• 1 person in Alisha’s area</li> <li>• 1 person at circ desk</li> <li>• 1 person floating and sanitizing</li> <li>• 1 person at Tana’s desk</li> </ul> </li> <li>• Additional and expanded duties from <b>Stage 1</b>: <ul style="list-style-type: none"> <li>• Catch up on work on collections: i.e., processing, labeling, covering, shelving, etc.</li> <li>• Circulation, follow directions for what and how to circulate when we begin circulation services as directions will change often, according to directives from medical experts.</li> <li>• Office work restored as soon as possible</li> <li>• Janitorial services restored and enhanced</li> </ul> </li> </ul>
<p>Stage 3</p>	<ul style="list-style-type: none"> <li>• Some public services restored OUT OF BUILDING (i.e., curb side, deliveries and pick-ups for home bound)</li> </ul>
<p>Stage 4</p>	<ul style="list-style-type: none"> <li>• This is only a hypothetical scenario, but something like the following:</li> <li>• Additional public services restored, perhaps IN LOBBY ONLY (1 staff person on duty in lobby to</li> </ul>

	<p>monitor process); public wireless laptop available in lobby to look for and request library materials which will be left outside front door on specified table for pick-up and self check-out.</p> <ul style="list-style-type: none"> <li>• This stage needs to be a bridge to the next stage</li> </ul>
<p>Stage 5</p>	<ul style="list-style-type: none"> <li>• LIBRARY OPEN to public with EXTRA PRECAUTIONS and provided adequate public area sanitation supplies are available</li> <li>• LIBRARY OPEN to public and all library services for general public are provided on limited schedule to allow for enhanced cleaning, social distancing accommodations in place such as: <ul style="list-style-type: none"> <li>• moving public seating and computers 6 feet apart</li> <li>• limiting the number of people allowed in building at one time (according to square footage)</li> <li>• controlling flow of persons in the building</li> <li>• limiting computer time to (45 minutes???) so that sanitation can take place between users</li> <li>• no public restroom use</li> </ul> </li> </ul>
<p>Stage 6</p>	<ul style="list-style-type: none"> <li>• <b>ONLY AFTER VACCINE HAS BEEN APPROVED OR MEDICAL PROFESSIONS GIVE THE GO-AHEAD</b></li> <li>• LIBRARY OPEN TO PUBLIC:</li> </ul>

	<ul style="list-style-type: none"><li>• Business as usual, according to new normal</li><li>• All library services for the general public are provided, as is safe and possible</li></ul>
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