

State Library of Kansas Reopening Guidelines

These guidelines are subject to change as new information is evaluated.

All reopening efforts should be coordinated with the guidance of the local health department, state guidelines, and governing boards. Libraries should consider any circumstances that are unique to each library or community. Staff & community members will be notified of changes to this plan, which may include returning to a previous phase. These guidelines will be in accordance with Ad Astra: A Plan to Reopen Kansas. <https://covid.ks.gov/>

Phase One:

Library will remain closed and only provide virtual services. There is no time limit on phase and current information will be continuously evaluated.

- Staff members return to work, as appropriate.
- Staff may be reached via email and limited phone service.
- Secure appropriate cleaning items and supplies.
- Train staff on current social-distancing procedures and health guidelines.
- Train staff to follow recommended guidelines for materials handling, *subject to change as research evolves.*
- Clarify changes in job duties with altered services and/or hours.
- Communicate with public on re-opening dates and service changes.
- Clean facility and set up appropriate ongoing cleaning routines.
- Purchase and install plexi-glass shields, if appropriate.
- Clear public area of any shared items and children's area of any toys.
- Prepare current & appropriate signage for interior and exterior of library.
- Rearrange areas in the library to allow for appropriate social distancing and patron movement, move furniture as necessary.
- Use square footage/occupancy guidelines to determine and plan for occupancy limits.
- Designate location for quarantined materials.

Phase Two:

Library closed but limited services may begin. There is no time limit on phase and current information will be continuously evaluated. Some libraries may remain in this phase as long as pandemic is in place.

- Consider implementation of curbside, delivery or similar-type service, as appropriate. Specify & follow a specific procedure for these services.
- Consider lobby-only service or limited technology use outside of library, this could be part of phase three.
- Staff can be reached by email and phone.
- Increase amount of current online content and programming.
- No public access computer usage, consider modified access as appropriate.
- Consider controlled and limited patron visits, could be by appointment. This level of service will be unique to all libraries with a multitude of variables to be considered. Six feet distancing must be maintained between patrons, continue distancing between employees and observe capacity limits based on square footage of your library.
- Provide & enforce guidance to patrons regarding social distancing protocols, including interactions that occur outside of the building.
- Increase publicity to re-engage and inform community about library's plans & services.

Phase Three:

Library is open to the public with precautionary measures in place. There is no time limit on phase and some libraries will remain in this phase as long as pandemic is in place.

- Begin to allow patrons in library at appropriate level for your situation.
- Make allowances/considerations for unique needs of vulnerable populations.
- Continue social distancing and disinfecting protocol.
- Continue virtual programming and limited, low contact programming/services as necessary.

Phase Four:

Library is open to the public. Normal services and programs resume.

General guidelines to follow during pandemic:

- Continuously update policies to reflect current information.
- Continue enhanced workplace sanitation.
- Permit workers to take breaks outside or in personal workspace.
- Continue teleworking as possible.
- Hold all meetings virtually, as possible.

- Discourage workers from touching or sharing workplace items.
- Prohibit handshaking and other unnecessary contact in the workplace.

Employee illness:

Prevention: Employees should wash hands regularly and use alcohol based sanitizer. Avoid touching your eyes, nose, and mouth with unwashed hands.

Spread: The virus is thought to be spread mainly from person to person (within about 3 to 6 feet). It is also possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth or nose.

Symptoms: fever, cough, shortness of breath, headache, sore throat, muscle pain, chills, repeated shaking with chills, loss of taste or smell.

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Actions: Employees with symptoms are required to stay home. If an employee comes to work with symptoms, they will be sent home. Any employees with sick household members should notify their supervisor. Employees will be notified of the possibility of exposure if a co-worker is confirmed to have COVID-19. Additionally, if an employee has a confirmed case the agency will close until a thorough cleaning is completed according to local health guidelines.

All departments within the State Library of Kansas will receive additional instructions on department specific guidelines from the department directors.

COVID-19 guidelines/information resources:

<https://www.coronavirus.kdheks.gov/>

<https://covid.ks.gov/>

<https://www.snco.us/HD/coronavirus.asp>

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

