**Summary of Updates to MHLS Phased Reopening Plan Template Version 3**

Additions to Version 3 of the *MHLS Phased Reopening Plan Template 2020.10 .20* are highlighted in yellow and items removed from the template are marked as ~~strikethrough~~ in the latest version, *MHLS Phased Reopening Plan Template 2020.10.20*. Additions and edits are based on newly released guidance from NYS Department of Health, Executive Orders from the Office of the Governor of NYS, the Centers for Disease Control and Prevention, and other sources.

**Updates**

**Service Level A**

* Intro
	+ - Edit for updates to transmission models.
			* Stay-at-home orders can mitigate the risk of spreading COVID-19 by limiting person-to-person contact through respiratory droplets, which is the main way the virus is spread, and airborne transmission, which is how the virus is sometimes spread [[1](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html)]. Under stay-at-home orders the library building will be closed to library patrons with the library supporting the community primarily through services online, by phone, and any other way patrons can interact with staff and access library resources without meeting in-person or entering the library building. Traveling to the library to obtain materials to check out materials would violate stay-at-home orders and pose a risk to staff and public health.
* Patrons Returning Materials
	+ - Amended items 2 and 5 to reflect CDC’s update regarding surface transmission.

2. The library will quarantine returned materials based on the latest guidance and findings from relevant authorities. [[4](https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.5-disinfecting-books)] [[37](https://www.oclc.org/realm/home.html)] [[41](https://libguides.osl.state.or.us/ld.php?content_id=57803303)]

5. Materials will be quarantined on book carts, bags or other containers before handling, checking in or shelving in the collection or on the holds shelf based on the latest guidance and findings from relevant authorities. [[4](https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.5-disinfecting-books)] [[37](https://www.oclc.org/realm/home.html)] [[41](https://libguides.osl.state.or.us/ld.php?content_id=57803303)] **Please note: MHLS delivery bins cannot be used to quarantine materials.**

**Service Level B**

* Includes the updates to service level plan above.
* Intro
	+ - Edit for updates to transmission models.
			* Transmission of COVID-19 to persons from surfaces contaminated with the virus is not thought to be a common way the virus spreads, and the most common vehicles for transmitting the disease are through close person-to-person contact and by airborne transmission. [[1](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html)] The REopening Archives, Libraries, and Museums (REALM) project [[37](https://www.oclc.org/realm/home.html)] reports that COVID-19 may live on paper, cardboard, plastic and common materials found in circulating library materials for up to 6 days, and the World Health Organization reports it may be possible for a person to get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. [[3](https://www.who.int/emergencies/diseases/novel-coronavirus-2019/question-and-answers-hub/q-a-detail/q-a-coronaviruses)] It is currently unknown how many virus cells an infected person will leave on an object, how many virus cells a person can pick up from an object, or how many virus cells are needed to cause an infection. Physical library materials will be handled and processed with these risks and timelines in mind. At this level of service, all staff that are capable and whose work can be completed from home will telecommute according to the library’s telecommuting policy. The library will provide staff working at the library facility with necessary PPE and post signage about the importance of social distancing, handwashing, and hand hygiene.
* Facilities
	+ - Additional HVAC considerations added.

8. The library will ensure the ventilation systems are working and increase outside air ventilation where possible before staff return to the building including the following activities:

* Increase ventilation rates.
* Ensure ventilation systems operate properly and provide acceptable indoor air quality for the current occupancy level for each space.
* Increase outdoor air ventilation, using caution in highly polluted areas. With a lower occupancy level in the building, this increases the effective dilution ventilation per person.
* Disable demand-controlled ventilation (DCV).
* Further open minimum outdoor air dampers (as high as 100%) to reduce or eliminate recirculation. In mild weather, this will not affect thermal comfort or humidity. However, this may be difficult to do in cold or hot weather.
* Improve central air filtration to the MERV-13 or the highest compatible with the filter rack, and seal edges of the filter to limit bypass.
* Check filters to ensure they are within service life and appropriately installed.
* Keep systems running longer hours, 24/7 if possible, to enhance air exchanges in the building space. [[31](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)]
* Run the HVAC system at maximum outside airflow for 2 hours before and after occupied times, in accordance with industry standards.
* Generate clean-to-less-clean air movements by re-evaluating the positioning of supply and exhaust air diffusers and/or dampers and adjusting zone supply and exhaust flow rates to establish measurable pressure differentials. Have staff work in “clean” ventilation zones that do not include higher-risk areas such as visitor reception or exercise facilities (if open). [[39](https://www.ashrae.org/file%20library/about/position%20documents/pd_infectiousaerosols_2020.pdf)]
* Use portable high-efficiency particulate air (HEPA) fan/filtration systems to help enhance air cleaning (especially in higher-risk areas).
* Ensure exhaust fans in restroom facilities are functional and operating at full capacity when the building is occupied.
* Use ultraviolet germicidal irradiation (UVGI) as a supplemental technique to inactivate potential airborne virus in the upper-room air of common occupied spaces, in accordance with industry guidelines. [[38](https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html)]
* MHLS Delivery
	+ - Amended item 5 to reflect CDC’s update regarding surface transmission.
1. Incoming materials received through delivery will be ~~considered to possibly have COVID-19 present for up to 72 hours and~~ handled as return materials described above.
* Communication
	+ - Added information regarding communication of library materials handling procedures relevant to COVID-19 to item 2.

2. The library will use outside signage, social media, phone calls, mail, or email to communicate with patrons about materials handling, disinfection, and quarantine periods, available library services and provide support. [[6](http://guides.statelibrary.sc.gov/coronavirusresources/communications)]

* Materials Purchasing and Processing
	+ - Amended items 3 and 4 to reflect CDC’s update regarding surface transmission.

3. The library will quarantine new books based on the latest guidance and findings from relevant authorities. [[4](https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.5-disinfecting-books)] [[37](https://www.oclc.org/realm/home.html)] [[41](https://libguides.osl.state.or.us/ld.php?content_id=57803303)]

4. The library will quarantine new DVD’s and other materials based on the latest guidance and findings from relevant authorities. [[4](https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.5-disinfecting-books)] [[37](https://www.oclc.org/realm/home.html)] [[41](https://libguides.osl.state.or.us/ld.php?content_id=57803303)]

**Service Level C**

* Includes the updates to service level plans above.
* Entrance to Building
	+ - * Removed item 3.

~~3. At this service level the library will offer special hours limited to vulnerable populations so that they can access the library when few patrons will be in the building.~~

* + - * Clarifying note regarding face shields added to item 10.
1. Entrance to the library will only be permitted for patrons and visitors wearing an acceptable face covering; provided, however, that the customer is over the age of two and able to medically tolerate such covering.

The library is prohibited from requesting or requiring medical or other documentation from a patron who declines to wear a face covering due to a medical or other health condition that prevents such usage.

If entry is denied, the library will seek to provide alternate methods of library service for the patron. [[26](https://midhudson.org/wp-content/uploads/2020/06/RetailMasterGuidance.pdf)] [[29](https://www.governor.ny.gov/news/no-20234-continuing-temporary-suspension-and-modification-laws-relating-disaster-emergency)]

Face-coverings shall include, but are not limited to, cloth masks (e.g. homemade sewn, quick cut, bandana), surgical masks, N-95 respirators, and face shields. [[40](https://regs.health.ny.gov/volume-1a-title-10/content/section-66-32-face-coverings)]

* MHLS Delivery
	+ - Amended item 1 to reflect CDC’s update regarding surface transmission. This is the same change made in Service Level B.
1. Incoming materials received through delivery will be ~~considered to possibly have COVID-19 present for up to 72 hours and~~ handled as return materials described above.

**Service Level D**

* Includes the updates to service level plans above.

**Service Level E**

* Includes the updates to service level plans above.

**Proactive Infection Plan**

* The following additions were made to clarify procedure around symptomatic employees.
	+ - Employees that Test Positive for COVID-19 or Report COVID-19 Symptoms

3. The library director will immediately notify state and local health departments of any employee that reports testing positive for COVID-19 and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations. [[21](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/NYS_BusinessReopeningSafetyPlanTemplate.pdf)]

5. If an employee tests positive for COVID-19 or shows symptoms of COVID-19 and is not tested for COVID-19, they may only return to work after completing a 14 day self-quarantine or testing negative for COVID-19. If an employee has had close contact with a person with COVID-19 and is symptomatic, they may only return to work after completing a 14 day self-quarantine or testing negative for COVID-19. [[24](https://midhudson.org/wp-content/uploads/2020/05/CurbsideInStoreRetailMasterGuidance.pdf)]

**Appendix**

* The following resources were added to the Appendix.
1. REopening Archives, Libraries, and Museums (REALM) <https://www.oclc.org/realm/home.html>
2. COVID-19 Employer Information for Office Buildings, *Centers for Disease Control and Prevention* <https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html>
3. ASHRAE Position Document on Infectious Aerosols, *American Society of Heating, Refrigerating and Air-Conditioning Engineers* <https://www.ashrae.org/file%20library/about/position%20documents/pd_infectiousaerosols_2020.pdf>
4. Title: Section 66-3.2 - Face-Coverings, *New York Codes, Rules and Regulations* <https://regs.health.ny.gov/volume-1a-title-10/content/section-66-32-face-coverings>
5. Advice from the Oregon Health Authority (OHA) on materials handling in libraries *State Library of Oregon* <https://libguides.osl.state.or.us/ld.php?content_id=57803303>