

Public Library Reopening Roadmap under COVID-19

May 2, 2020

Phase 1 – Building Closed to Public & Staff

Variations	Details	Legal	Employee	Public	Community Examples
		Review: FFCRA, CARES Act, ODH Orders & Protocols	Review Local Employment Contract or CBAs	n/a	

Phase 2 – Building Closed to the Public/Staff in Building

Variations	Details	Legal	Employee	Public	Community Examples
Staff training, applying for unemployment (furloughed staff), project work (e.g. weeding collections)	Teach staff to use PPE, supervisors trained on new policy application, creating procedures for new services	ODH General Office Environment Requirements & Protocols	Updated employee policies (facial covering, daily symptom assessment, etc.) Rotate staff schedules based on pods so there is no group crossover.	n/a	
Drive Through Service		ODH Protocols	Facial Covering, Handwashing/Gloves		Restaurants Banks
Curbside Service (contactless)	Items in Bags & Labeled in Bins	ODH Protocols	Facial Covering, Handwashing/Gloves		Restaurants

Variations	Details	Legal	Employee	Public	Community Examples
Curbside Service (delivery)	Items in Bags & Placed in Car	ODH Protocols	Facial Covering, Handwashing/Gloves		Restaurants

Phase 3 – Staff in Building & Building Open to Public w/Limited Services

Variations	Details	Legal	Employee	Public	Community Examples
Specific use Cases	Limit reason for being in the library (e.g. computer use only); limit time in library; limit number of people in library	ODH Consumer, Retail & Services Requirements & Protocols	Facial Covering, Handwashing/ Gloves	Update code of conduct and other patron policies with appropriate hygiene practices	Grocers & Retail like Kroger, Lowe's JoAnn Fabrics, etc.; ODJFS locations, Housing authorities
Open spaces (meeting rooms, YA areas, reading rooms/lounge furniture)	Limited capacity; enhanced cleaning; social distance maintained; remove furniture; close meeting rooms	ODH Protocols	Facial Covering, Handwashing/ Gloves		Red Cross blood drives; homeless shelters
Computers	Clean surface before and after each use.				
Bookmobile			Facial Covering, Handwashing/ Gloves		Blood mobiles

Tables or Tents in Outdoor Spaces	Staff (rather than janitors) may be responsible for cleaning equipment after each use	ODH Consumer, Retail & Services Requirements & Protocols	Facial Covering, Handwashing/ Gloves		Parks, Food Banks and Food Distribution (e.g. schools)
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Phase 4 – Building Open to Public & Staff with Regular Services

Variations	Details	Legal	Employee	Public	Community Examples
Programming resumes					
All resources available	Not expected to be at pre-COVID levels. May be at some % of capacity, but collection, computers, congregating spaces, and programming happening				