

**RACINE PUBLIC LIBRARY**  
**RESILIENCE PLAN RULES AND REGULATIONS**

**Continuity of Service Plan**

**Service Level 1:** Open for business. All staff who are feeling well should report for their scheduled shift, unless working from home has previously been approved by their supervisor.

**Service Level 2:** Limited services. Employees will be notified of their daily assignments at the beginning of their shift.

**Service Level 3:** Library is closed.

**Service Level 4: Library closed, some services provided**

**Service Level 5: Phased re-opening plan**

**Maintaining Service**

**Level 1 Response (Open for Business)**

1. Social Distancing
  - a. Distribute chairs in public spaces at twice the normal distance.
  - b. Attempt to limit the number of people who attend programs by temporarily reducing the maximum capacity of rooms where programs are held.
  - c. Initiate program attendance slips with names and contact information of all attendees and retain for a minimum of one month.
  - d. Communicate these social distancing measures to program attendees at the beginning of every program.
2. Cleaning
  - a. Evening cleaning staff will wear gloves at all times and will increase the intensity of the cleaning of bathrooms and frequently touched surfaces.
  - b. Staff will receive information on the importance of good handwashing and social distancing.
  - c. Public service staff will take frequent breaks from service desks to wash hands thoroughly.
  - d. Staff and public will be provided access to hand sanitizers throughout the library, while supplies last.
3. Continuity of operations plan
  - a. Managers will communicate to staff the critical function inventories for each department.
  - b. Staff who are feeling ill are to stay home. Staff are to notify their supervisor as soon as possible that they are ill. Staff who are exhibiting symptoms at work will be sent home.
  - c. Staff who desire to occasionally work from home will present their supervisor with a request and a plan for what tasks will be accomplished at home. Permission to work

remotely will be at the discretion of the supervisors. Adequate staffing levels at all service desks continues to be the highest priority.

### **Level 2 Response (Limited Services)**

1. Suspend all public programs.
2. Library materials ordered online may be picked up via curbside delivery during an advertised small window of time, at the request of the patron.
3. Online services will be heavily promoted.
4. Staff will collect book drop returns daily, as available.
5. Management will determine the need and frequency of processing returns and reshelving materials.
6. Staff and public should expect disruptions in services with little to no warning.

### **Level 3 Response (Library Closed)**

The Library and Bookmobile will be closed:

1. Upon the advice of Central Racine County Health Department.
2. Upon order from the City of Racine.
3. When staffing levels are not adequate to provide core services.
4. When one or more staff members test positive for COVID-19.

During closed time:

1. Managers will continue to work remotely or on-site, monitoring library operations and communications.
2. The Library construction project will continue, if possible.
3. Deliveries will be suspended.
4. DPW staff will monitor HVAC systems.
5. Payroll processing will continue to be managed by the City. RPL staff are cross-trained to continue with accounting and payroll function.
6. Staff will be required to enter TMS remotely via the website: [tms.racinenet.org](https://tms.racinenet.org)
7. Staff will be required to check their Library email daily for updates.
8. PR and digital services staff will heavily promote online services.
9. The Library and Bookmobile will be heavily sanitized before reopening.
10. Staff will be paid for hours they were scheduled to work. There is no need to use sick leave or personal time if the library is closed.

### **Level 4 Response (Library closed, some services provided)**

Under orders of the Governor on April 16, 2020, Curbside Pickup may be provided beginning no sooner than April 24, 2020 at 8am:

Libraries may begin to offer curbside pick-up of books and other library materials, only if all of the following conditions are met:

All operations are performed by one person in a room or confined space (see below for details);

Materials are requested online or by phone before pick up;

A signature from the patron is not collected;

All pick-ups are scheduled, to ensure compliance with Social Distancing Requirements as defined in Section 16 of the Safer at Home Order.

**Order 14: Minimum Basic Operations.** This order allows the minimum necessary activities to preserve the library facility and equipment, address information technology (IT) issues, ensure physical and cybersecurity, process payroll and fulfill business services obligations, as well as activities that facilitate the ability of staff to work remotely from home.

Curbside service has been added to the list of minimum basic operations for public libraries. As a non-essential business, a public library may continue basic minimum operations by restricting the number of workers in the library to no more than is strictly necessary to perform curbside service, as well as the other minimum basic operations. These added employees can now be considered essential staff, for the purpose of operating the library with limited services.

Curbside service can only be offered by a library if all four conditions outlined in the Order #28 are met. "All operations performed by one person in a room or confined space" implies proper social distancing. It does not mean that one individual must perform all operations involved in running a curbside service; rather, it limits the number of people working in a room or confined space to one person.

Materials must be requested either online or by phone, and all pick-ups must be scheduled to ensure that social distancing requirements are met. Because lobby areas and vestibules provide an increased risk of contagion, they are not acceptable pick-up spaces for curbside service. All transactions should occur outside and away from the doorways, where people can properly socially distance themselves without coming into contact with others and hard surfaces.

**Order 16: Social Distancing Requirements.** For purposes of this Order, Social Distancing Requirements includes:

Maintaining social distancing of six (6) feet between people;

Washing hands with soap and water for at least 20 seconds as frequently as possible or using hand sanitizer;

Covering coughs or sneezes (into the sleeve or elbow, not hands);

Regularly cleaning high-touch surfaces;

Not shaking hands; and

Following all other public health recommendations issued by DHS and the U.S. Centers for Disease Control.

To comply with these orders, Curbside Pickup begins Monday, April 27, from 9am to 6pm Monday-Thursday, 11am-4pm Friday-Saturday. Location is on Lake Avenue at the intersection of Seventh Street. A tent is provided. Library patrons will schedule a pickup time for materials they have placed on hold. Library team members will place the materials on a table for patrons to pick up. The table will be sanitized between patrons. Library team members will be masked and gloved.

### **Service Level 5: Phased re-opening plan**

This plan seeks to explore several possible reopening scenarios, each dependent on factors such as recommendations from local, state, and national health agencies, social distancing protocols, and critical

community needs. The primary consideration in this plan is maintaining the safety of library patrons and staff while finding ways to provide necessary services that the Library is uniquely positioned to perform. The most likely scenario is a series of scaled reopenings and limitations and/or closings, with an incremental easing or increase of physical distancing measures, dependent on the spread or containment of the virus.

In any of the scenarios the Library should implement the following:

1. Improved hygiene procedures for cleaning and disinfecting common areas
2. Allowing/requiring staff to wear protective gear such as masks and gloves while in the building and while administering public services
3. Continuing to allow teleworking where it makes sense from an operational standpoint
4. Messaging and plans should be in place to encourage the most vulnerable populations to limit their time in the community and/or allow for service hours that accommodate their needs more specifically

#### **What if the Safer at Home order is lifted too early?**

All decisions regarding Library services are made at the local level. The Racine Public Library Board of Trustees is the legal decision making body for the Racine Public Library and has the authority to add or restrict services as deemed necessary. If the Safer at Home order is lifted before public and staff safety can be assured, other factors should be used in determining what level of service the Library should offer.

1. A sustained reduction in new COVID 19 cases within the community for at least 14 days
2. The healthcare system has the capacity to withstand a moderate outbreak
3. Community members have access to efficient testing and public health officials are able to trace COVID 19 contacts
4. The Library has access to the necessary materials to maintain high hygiene standards
5. The Library has access to enough staffing to run all of its core operations

#### **How do we acquire the hygiene materials needed for opening?**

- Check with local janitorial supply vendors to see that they have available
- Order early from online vendors to see if supplies can be delivered within a reasonable time frame
- Continue to reach out to the community for donations of masks, gloves, and sanitizer

Below are a number of reopening scenarios divided by service area. How each is instituted should be determined by local, regional, and state health department recommendations, what safety measures can be instituted, and the availability of hygiene supplies and PPE. Each service area is divided into four scenarios demarcating different levels of restrictions: under a Safer at Home order, under strict social

distancing recommendations, under moderate social distancing recommendations, and without any restrictions.

#### **Building access:**

Restrictions on those coming and going from the building will vary on social distancing recommendations currently in place, especially those establishing recommended limits for gatherings.

- **Under Safer at Home Order:** Entrance to the building would be restricted to staff performing critical operations and staff obtaining supplies needed to work from home.
- **Gatherings of no more than 10:** Same as above
- **Gatherings of no more than 50:** Access to the public would be restricted to the lobby. Staff could resume some desk functions for holds pickup, but the number of people in the building would need to be limited through monitoring procedures during open hours. Separate hours for vulnerable populations could be considered. Restrooms would be locked and would require a staff member to open them to ensure only one person/family uses the restroom at a time. All restrooms would be gender neutral. Restrooms would be cleaned every hour.
- **No distancing limits:** Entrance to the building would not be restricted, though it may still make sense to establish separate hours for vulnerable populations. Increased hygiene procedures may be in place.

#### **Holds pickup:**

The method for holds pickup could be scaled based on the severity of social distancing recommendations.

- **Under the Safer at Home Order:** Curbside pickup could be instituted as permitted under the order.
- **Gatherings of no more than 10:** Curbside pickup could continue or some version of self-service pickup could be instituted with strong limits on staff contact.
- **Gatherings of no more than 50:** Some version of normal holds pickup could take place using self-checkouts, but limits would need to be imposed on entrance and exit to the building as well as increased hygiene procedures.
- **No distancing limits:** Normal hold pickup could occur, but depending on recommendations, specialized hours for vulnerable population could be instituted.

#### **Materials handling:**

Materials handling is one of the most complex areas of operations during a pandemic due to the potential of virus transmission on shared objects such as books and DVDs. Current studies suggest the virus remains present on plastic surfaces for up to 72 hours and on cardboard and paper surfaces for up to 24 hours. Current recommendations state that using cleaning products such as Lysol, bleach or other disinfectants may not completely remove the virus from surfaces. On April 22, the Institute of Museum and Library Services (IMLS) announced a research partnership with OCLC and Battelle Memorial Institute

to investigate best practices for handling paper- and plastic-based, circulating, and other types of collection materials in light of concerns about COVID-19 contamination, and offer guidelines for libraries and museums as they plan for reopening. Results of this study may confirm or revise these recommendations.

- **Under Safer at Home Order:** Materials handling by staff should be at an absolute minimum. Materials that are handled should be quarantined for 72 hours or the current recommended length of time.
- **Gatherings of no more than 10:** Materials returned will need to be quarantined for 72 hours or the current recommended length of time before being made available to the public or being handled by staff without protective measures.
- **Gathering of no more than 50:** If social distancing is lessened to the point where medium sized gatherings are allowed, the Library will be likely to open for select services, including the circulation of materials. In this scenario it will be necessary to develop protocols for processing materials to be put back into circulation. Materials should continue to be quarantined before they are checked in, shelved, put on the holds shelf or routed to other libraries. The garage may no longer be sufficient space for quarantine, requiring additional space to be designated for materials in quarantine.
- **No distancing limits:** If distancing limits are lifted completely, materials handling could commence being done in the usual fashion, though with extra protective measures such as encouraging staff to wear gloves while handling items.

**Checkouts:** Circulation of collections is a core function of the Library, but traditional checkout puts at risk both staff and patrons during a time of virus transmission. The goal is to create a balance with restoring this core service and protecting staff and patrons.

- **Under Safer at Home Order:** Depending on the specifics of the order in place at the time, checkouts may be limited to electronic services. Curbside pickup may be allowed under this order. Normal checkout procedures could not be managed under this restriction, though in conjunction with curbside holds pickup, checkouts of physical materials could be managed. Patrons may be required to schedule an appointment to use the curbside pickup service.
- **Gatherings of no more than 10:** Normal checkout procedures could not be managed under this restriction, though in conjunction with curbside holds pickup, checkouts of physical materials could be managed.
- **Gatherings of no more than 50:** Self-checkouts could be used, though self-check stations would require frequent disinfecting and limitations would need to be imposed on how many people were in the building at a given time. It may make more sense to continue curbside pickup during this phase.
- **No distancing limits:** Normal checkout could occur, but depending on recommendations, specialized hours for vulnerable populations could be instituted. Staff may be encouraged or required to take protective measures such as wearing masks or gloves while assisting patrons.

**Programs:** The community views Library programs as a core service, but public gatherings have been one of the main methods by which COVID 19 has been transmitted. With that in mind, the Library needs to be highly cautious about when and how to reinstate programming.

- **Under Safer at Home Order:** Only remotely filmed virtual programs would be allowed.
- **Gatherings of no more than 10:** Likewise, only remotely filmed virtual programs would be allowed under this guideline.
- **Gatherings of no more than 50:** If gatherings of up to 50 are allowed, the Library may consider hosting programs geared toward economic development and other critical services only if strong social distance measures can be employed and only in cases where attendees have pre-registered. Programs such as storytimes would still be disallowed due to the difficulty of enforcing distancing protocols with children. Programming staff would be allowed in the building to film virtual programs.
- **No distancing limits:** If all distancing recommendations are lifted, the Library could return with an active slate of programs with an increased emphasis on economic development focused programs. Virtual storytimes may still be preferred depending on recommendations and community needs.

**Bookmobile:** Bookmobiles help expand the Library's footprint throughout the community. In a period of pandemic, however, they can be a mobile vector of virus transmission that puts community members and staff in close quarters without adequate social distancing.

- **Under Safer at Home Order:** The bookmobile would not be able to provide service while this order is in effect.
- **Gatherings of no more than 10:** The bookmobile could be used to broadcast wireless in neighborhoods with the expressed purpose of providing internet access for critical functions such as applying for unemployment, social services, SBA loans, or obtaining academic support. Patrons should not be allowed onto the bookmobile for any purpose.
- **Gatherings of no more than 50:** If recommendations of maintaining a distance of six feet or more continue to exist, the bookmobile would need to remain closed for public use. It could continue to be used to broadcast wireless. If the six-foot distance limit is lifted, the bookmobile could resume service with intensified hygiene procedures on a case-by-case basis or convert some stops to curbside style service.
- **No distancing limits:** The bookmobile could resume operations with intensified hygiene procedures and recommended or required use of PPE by staff.

**Outreach visits:** Visits to facilities to provide programs or other services help encourage community use of the Library and assist in providing high priority services to the community, but they also pose a transmission risk.

- **Under Safer at Home Order:** Outreach visits and programs should not occur.
- **Gatherings of no more than 10:** Outreach visits and programs should not occur.

- **Gatherings of no more than 50:** Some outreach visits could occur on a facility by facility basis. This would also depend on the venue where services are being offered. Considerations should include: Is there a way to monitor and control how many people enter the venue? Are there typically more than fifty people inside the venue at any given time? Does the venue predominately serve more vulnerable populations? If the answer to any of these questions is yes, it may be best to forego offering services in these locations until restrictions are fully lifted.
- **No distancing limits:** Outreach visits and programs could resume as normal, though with special consideration paid to those that serve vulnerable populations.

**Home delivery:** Home delivery, in many cases, is the only way in which elderly or sick patrons receive library services. It often plays an important social role as well. In a pandemic, however, it is another vector of exposure for those who are most likely to become critically ill or die from a virus.

- **Under Safer at Home Order:** No in-person delivery service should occur. When adequate staffing allows, items may be mailed to patrons' homes with staff employing extra protective measures such as wearing face masks, gloves and ensuring that all distributed materials have been quarantined for an adequate length of time.
- **Gatherings of no more than 10:** Some in-person home delivery may be possible on a case by case basis with staff employing extra protective measures such as wearing face masks, gloves and ensuring that all distributed materials have been quarantined for an adequate length of time. To some degree, these services may be limited on a case by case basis by individual residential facilities who may impose stricter limits due to primarily housing vulnerable populations. Staff and those receiving services would be required to follow strict social distancing procedures. Materials should be dropped at doorsteps as opposed to handed to patrons. Sending materials through the mail could be considered.
- **Gatherings of no more than 50:** Similar to the measures listed above, services could be provided on a case by case basis.
- **No distancing limits:** Services could return to normal, but with increased hygiene procedures implemented.

**Internet access:** Internet access is a critical resource for the community, especially during times of economic distress. Patrons require internet access to apply for unemployment insurance, access social services, apply for jobs, file taxes, and access educational resources. Moreover, internet access can be provided to patrons with a limited amount of danger to patrons and staff.

- **Under Safer at Home Order:** The current economic situation creates a variety of critical needs where access to the internet and computers are concerned. With this in mind, obtaining internet access and using public computers may be considered essential travel under the Safer at Home Order. Under these restrictions the Library can boost the wireless signal allowing community members to access the internet from outside of the building and from their vehicles.
- **Gatherings of no more than 10:** Under these restrictions the Library could provide access to computers at a very limited scale by appointment only, and possibly provide additional points of internet access by utilizing the bookmobile. Very strict social distancing procedures will need to

be applied including demarcating limits for patrons and staff to ensure social distancing, restricting access to other areas of the Library, disinfecting computer stations between uses, and requiring patrons and staff to wear proper PPE.

- **Gatherings of no more than 50:** Under these restrictions it may be possible to allow increase use of computers in the Library by appointment only. The same precautions listed above would apply. Access to computers would need to be limited to critical uses.
- **No distancing limits:** If distancing recommendations are canceled normal use of the Library's computers could commence with improved hygiene, including supplying access to disinfectant wipes for both patrons and staff.

**Materials processing and ordering:** With physical materials not circulating, processing and ordering materials besides digital materials is of diminished importance. When services begin to scale up as restrictions are lifted, a progressive ramping up of ordering and processing will be necessary to prepare for demand once the pandemic cycle has ended or slowed.

- **Under Safer at Home Order:** Ordering should be focused on digital materials and high demand future releases for physical items. Processing of newly arrived orders should wait until some restrictions are lifted.
- **Gatherings of no more than 10:** Increased ordering of physical materials could commence in preparation for further lifting of gatherings or social distancing recommendations, and to support curbside pickup. Processing can occur if it can be done safely while maintaining social distance in work spaces.
- **Gatherings of no more than 50:** Ordering and processing of physical materials will ramp up during this period, though it still may be necessary to process materials in shifts so that social distancing can be maintained within work spaces.
- **No distancing limits:** Ordering would continue as normal during this period.

**Shared materials in the Library:** Libraries frequently provide access to shared materials in their spaces ranging from office supplies such as staplers and tape to equipment like copy machines, phones, and microfilm machines. The Library provides a wide variety of in-house games and toys, including VR headsets. The risks of these shared items vary widely, but any shared items worn around the head and face or toys which children may put in their mouths constitute a high risk as potential vectors for disease transmission.

- **During Safer at Home Order:** Under this order the Library is closed to the public. Library staff should use extreme hygiene measures when using shared equipment, wearing PPE while using shared items and items should be disinfected before and after use.
- **Gatherings of no more than 10:** The same restrictions would apply as under the Safer at Home Order.
- **Gatherings of no more than 50.** Some shared materials could be offered under this recommendation, including shared office supplies as long as they are disinfected regularly.

Shared headphones, VR headsets, toys, and games should not be shared and not allowed to circulate.

- **No distancing limits:** Shared office supplies would be allowed, however, as long as the virus continues actively circulating, it would be wise to restrict the use of shared headphones, VR headsets and toys.

### **Possible Scenarios for Phased Reopening**

When the Safer at Home Order is lifted a variety of possible scenarios may come to pass. There is the possibility of the complete removal of restrictions, but more likely is a progressive phasing out of restrictions or a possible return to restrictions if the virus begins to spread more actively within the community. Below are some possible scenarios for reopening the Library with various restrictions along with possible criteria for when each scenario might be enacted.

#### **Scenario 1: Limited critical services**

##### **Criteria**

1. The Governor's Safer at Home order has been lifted and/or allows for limited critical services.
2. Strong social distancing recommendations remain in place.
3. The healthcare system has the capacity to withstand a moderate outbreak.
4. The Library has access to the necessary materials to administer some essential services.
5. The Library has access to enough staffing to run said services.
6. The Library has the ability to provide a safe working environment.

##### **Possible Services:**

- Access to wireless internet broadcast from the Library facility
- Curbside holds pickup
- Access to book drops for library returns
- Virtual programs
- Assistance via email, chat, texting and phone
- The ordering and processing of new physical library materials
- The shelving of returned library materials after a quarantine period

##### **Preparation:**

- Secure staffing for in-house activities and work-from-home activities
- Develop a procedure for curbside pickup
- Secure protective gear for staff working in the building

- Secure adequate supplies of disinfectant wipes and hand sanitizer
- Determine a place for quarantined materials
- Secure staffing to empty book drops and move items to quarantine
- Secure staff to run automated sorter
- Determine requirements for staff use of PPE

## **Scenario 2: Reopening with some social distancing requirements**

### **Criteria**

1. The Safer at Home Order has been canceled and regional, state and national health officials no longer recommend the public stay at home.
2. Strong social distancing recommendations remain in place.
3. Gatherings are limited to less than fifty people.
4. Community members have access to efficient testing and public health officials are able to trace COVID 19 contacts.
5. The healthcare system has the capacity to withstand a moderate outbreak.
6. The Library has access to the necessary materials to administer some critical services.
7. The Library has access to enough staffing to run said services.
8. The Library has the ability to provide staff with a safe environment in which to work, which may include installing cubicles or Plexiglas barriers in shared work areas.
9. The Library has the ability to provide a safe environment for the public, which may include the removal of seating, installing barriers around computer stations and at public service desks.
10. The Library has the ability to track the number of people entering the building and possibly limit the amount of time patrons are allowed to remain in the building.

### **Possible services:**

- Metered access to the building by the public to ensure that social distancing is maintained and that no more than the recommended number are gathered within the library facilities.
- Core public service desk functions could resume with the possibility of requiring appointments for certain core services.
- Some core services, such as phone, chat, email, and texting assistance could continue remotely.
- In-building holds pickup with the use of self-checkouts
- The ordering and processing of new physical library materials
- The shelving of returned library materials after a quarantine period

- Access to library collections by the public
- Access to checkout services through the use of self-check machines
- Limited public programs with pre-registration and defined social distancing protocols on specific topics such as economic development that are deemed critical community needs
- Resumption of home delivery services where appropriate
- Limited pre-scheduled access to public computers with improved social distancing measures and increased hygiene measures. These measures could include removing some of the stations, enforcing stricter time limits, allowing access for critical needs only, installing sneeze guards and regular disinfecting of computer stations
- Possible computer assistance through virtual means such as screen sharing
- Specialized hours for vulnerable populations could be instituted.

### **Preparations**

- Determine Library hours.
- Determine a method to meter access to the building.
- Determine which service desks will be open and secure staffing for those desks.
- Develop a procedure for in-building holds pickup that allows minimal staff contact.
- Develop a self checkout procedure that ensures social distancing.
- Schedule staff for ordering and processing duties.
- Design protocols for social distancing in programs.
- Identify key programming where essential community needs are delivered.
- Determine which outreach visit locations are viable.
- Determine which home delivery functions are viable.
- Secure staffing for outreach functions such as outreach visits and home delivery.
- Rearrange computers to allow adequate social distancing.
- Secure and install Plexiglas shields for public service desks and public computers.
- Investigate screen sharing software as a possibility for providing computer help while maintaining social distance.
- Determine whether a requirement to wear masks should be imposed on the public and/or staff.
- Prepare an amended patron behavior policy that includes the expected behavior of the public during a pandemic and have the policy approved by the Library Board.

- Order and install cubicles or Plexiglas barriers at all staff work stations.
- Prepare staff schedules that limit the amount of time staff members spend in the building.
- Establish staff procedures for shared spaces and equipment.
- Determine which duties can continue to be done remotely.

### **Scenario 3: Full-scale reopening**

#### **Criteria:**

1. The Safer at Home Order has been canceled and regional, state, and national health officials have canceled current social distancing and gathering recommendations.
2. A sustained reduction in new COVID 19 cases within the community for at least 14 days.
3. The healthcare system has the capacity to withstand a moderate outbreak.
4. Community members have access to efficient testing and public health officials are able to trace COVID 19 contacts.
5. The Library has access to the necessary materials to maintain high hygiene standards.
6. The Library has access to enough staffing to run all of its core operations.

#### **Services:**

- A resumption of all core services with an increased emphasis on hygiene
- Some remote working can continue, as approved by supervisors.
- Maintain Twilio account for phone/chat/text questions.
- Continue to offer some virtual programs.

#### **Preparations:**

- Restore any computers that have been removed to accommodate social distancing.
- Clear backlog of quarantined items and return to conventional turnaround on checking in and shelving materials.
- Schedule staff for all operations; continue to allow some remote working as applicable.
- Determine how virtual programs fit into the spectrum of services going forward.
- Ramp up ordering and processing of materials and clear any backlog.
- Reset changes to due dates and patron block criteria changed at the beginning of the crisis.

### **Scenario 4: Rescaling down services or closure due to virus circulation:**

#### **Criteria:**

1. The Governor and/or regional and state health officials release an order mandating social distancing or Safer at Home Order.
2. There is a sustained increase in community spread for five days.
3. Local hospitals are no longer able to safely treat all patients requiring hospitalization.
4. Effective testing is not available within the community.
5. The Library is unable to maintain the hygiene or staffing necessary to operate.
6. A Library staff member receives a confirmed COVID 19 diagnosis after having worked in the building within 14 days of the diagnosis.
7. Local or regional health officials have traced a COVID 19 outbreak to the Library

**Services:**

- What services would be accessible would depend on the restrictions inherent to any recommendation. The Library could return to Scenario 1 or 2 or revert to a full-scale closure as appropriate.