

## **Hampstead Public Library Phased Plan for Increased Services**

The safety of the library staff as well as the patrons is the first priority in moving forward to increase services. This is an evidence based phased approach and with the exception of Phase 1, there is no current timeline for moving to the next phase. Moving to the next phase will be based on the current situation involving COVID-19 and recommendations from state and local officials. Changes may be made to this plan based on local conditions concerning the infection rate, the ability to procure appropriate cleaning supplies as well as PPE. Changes may also need to be made if staff becomes infected and the library can no longer meet minimum staffing conditions. Another factor that could affect the implementation of this plan is patron compliance with precautionary measures put into place by the library staff. Once the building opens to the public if patrons are not adhering to safe practices, the library may have to step back a phase.

Phase 1 – Patrons can return materials currently checked out. This phase is expected to last one week.

Phase 2 – The Library will start zero contact curbside delivery of materials. Patrons can put items on reserve via the catalog, email or phone. Materials will be pulled from shelves on Monday and Wednesday. Pickup days will be Tuesday and Thursday. Curbside delivery may be in place for some time to come even after some patrons are allowed access to the building.

Phase 3 – Access to the building by patrons will be by appointment only. Strict guidelines about social distancing and face coverings will be in place and patrons will be expected to abide by these guidelines. Non-compliance may result in the revocation of privileges. During this phase, hours may be curtailed. Traffic flow within the building will be monitored and access to computers will be limited. Stack access may be limited. No meeting room use will be allowed during this phase. Children's play room will be closed and computer use will not be allowed.

Phase 4 – Limited access to the building without appointments. Strict guidelines about social distancing and face coverings will be in place and patrons will be expected to abide by these guidelines. Non-compliance may result in revocation of privileges. During this phase, hours may be curtailed and there may be specific hours for groups such as seniors or people at high risk for infection. Traffic flow within the building will be monitored and access to computers will be limited. Small meeting rooms may be booked and used by individuals. Children's playroom will be closed.

Phase 5 – Access to the building will be no longer limited. Hours may be expanded. Guidelines may be relaxed and meeting room bookings may begin. Children's play room and computers may be accessed.

Library staff will continue to monitor the situation and make the best decisions based on local conditions. The situation is changing daily and therefore difficult to predict when one phase will end and movement to the next phase will begin.

Approved by the Board of Trustees on May 19, 2020