



Campbell County Public Library System

COVID-19 Reopening Plan

Approved by Library Board of Trustees: May 8, 2020

This document outlines a phased-in approach for reopening Campbell County libraries following public closures due to the COVID-19 pandemic as approved by the Library Board of Trustees. Operating protocols listed under each of the four phases are intended to be fluid in order to easily amend the plan as needed. COVID-19 data will be carefully monitored and used in determining the appropriate level of public access to library buildings.

The library system will continue to follow guidance provided by Campbell County and State Public Health officials, Wyoming State Governor Mark Gordon, the Wyoming State Library, American Library Association, and Campbell County Commissioners COVID Task Force. Adjustments will be made to procedures listed below based on real time feedback from staff, the public, and/or government officials.

Current Operating Environment

- No patron access to the building
- Curbside checkouts
- Virtual library service
- Essential staff working in building; nonessential staff splitting 50/50 between working at home and working in the library; sanitation protocols; social distancing; limited staff on each level of library that allows six feet of social distancing
- To sustain social distancing with adequate staffing, library hours to the public limited to Monday-Thursday, 10am-6pm; Friday 10am-5pm; Saturday 10am-3pm; Sunday closed.

Access and Building Capacity

Limitations for the number of patrons allowed in the building will consider square footage, number of staff members in the building, public health gathering orders, and public health social distancing guidelines. Full capacity is not expected until resumption of normal operations in accordance with direction from the County Health Officer.

- CCPL: 40,974 square feet – CCPL has two levels with a large upper level and smaller basement area. The approximate capacity is 700 people. The library can be divided into five patron areas to include children's room, adult stacks, adult technology center, young adult room, and meeting rooms.
- WBL: 6,790 square feet – Finished space at Wright Branch is all on the upper level. The approximate capacity is 120 people. The basement is not finished but is occasionally used for public programming. The library also has a meeting room.

Public Safety and Responsibility

- Signs will be posted at the entrance and throughout the building:
 - Reminding people about staying home if sick
 - Outlining hand-washing protocols.
 - Recommending that patrons wear face masks while using the library (face masks not provided by library).
- Hand sanitizing stations will be provided at various stations throughout the library.
- Patrons who are visibly ill or coughing excessively may be asked to leave the facility.
- Patrons should not re-shelve books or other collection items, but instead should place items on a quarantine cart; staff will monitor stacks to assure items are not re-shelved.
- Computer terminal availability will be limited by 6-foot social distancing guidelines.
- Patrons will have access to materials to disinfect computer terminal areas (staff will also be sanitizing terminal areas, including a germicidal mist for keyboard/mouse).
- Public chair availability will be limited by 6-foot social distancing guidelines (staff will sanitize chairs with a germicidal mist).
- Barriers may be strategically placed to assist with social distancing.
- Normal policies such as Appropriate Behavior Policy (which includes no unattended children) will be in effect. Patrons not following guidelines may be suspended.

Staff Safety and Responsibility

- Supplies will be provided to staff. These will include but are not limited to face masks, disinfectant spray/wipes, rags, and nitrile gloves.
- Workplace temperature screening will be conducted at the beginning of each shift (note this is recommended by PH)
- Plexiglass guards will be installed at circulation desk; social distancing barriers to be provided as needed for other public desks.
- Staff will be strongly encouraged to wear cloth masks to lessen the risk of COVID-19 exposure while around patrons.
- Staff will be strongly encouraged to take frequent breaks to wash their hands; for in-between times, hand sanitizer will also be provided.
- Staff will wear latex/nitrile gloves when discharging returns and shelving books.
- All collection returns from patrons will be isolated based on current recommendations of national library alliances prior to re-shelving.
- New plastic bags will be provided to patrons to carry checked out materials.
- Staff will sanitize high traffic areas on a regular hourly basis including public desks using sanitation supplies as recommended by Campbell County Public Health. Public computer terminals will be sanitized after each use.
- County Facilities staff will conduct a thorough cleaning of the facility prior to opening each day, including sanitizing high traffic areas and high touch items.
- Staff will be reassigned to different areas of the library as needed.

- Staggered schedules for at-home work will be reduced to ensure adequate staffing levels for public service while also ensuring social distancing practices in Phase 1, increasing to nearly full staffing in Phase 2; return to full staffing at Phase 3.

Phase 1: Transition Period with Limited Patron Access (Planned for May 18, 2020)

(Stabilized infection rates)

Hours of Operation:

- Campbell County Public Library
 - Monday-Thursday (10:00am to 6:00pm)
 - Friday (10:00am to 5:00pm)
 - Saturday (10:00am to 3:00pm)
- Wright Branch Library
 - Monday-Thursday (10:00am to 6:00pm)
 - Friday (10:00am to 5:00pm)
 - Saturday (10:00am to 2:00pm)

Patron access:

- Front entrance staff presence (rotating) to advise patrons of limited use as outlined under Library Services section below.
- Children age 15 and younger will not be allowed access to the library until Public Health/Centers for Disease Control (CDC) lifts this restriction.
- CCPL children's room – 8 person maximum
- CCPL adult book stacks – 8 person maximum
- CCPL Technology Center – 6 person maximum
- CCPL Young Adult area – 6 person maximum
- CCPL Meeting Rooms – closed
- WBL upper level – 8 person maximum
- WBL meeting room/basement program space – closed

Library Services:

- Access to library services will be limited during Phase 1.
 - Staff is available via phone at 307-682-3223 (CCPL) and 307-464-0500 (WBL) to answer questions.
 - Curbside service is available for customers who do not need to enter the library; curbside service includes checkouts, faxing, and scanning.
 - Reference services (questions/requests) are available by calling 307-687-0115 (CCPL) and 307-464-0500 (WBL).
 - Digital content is available 24/7 at the library website at www.ccpls.org.
 - Browse and select items for checkout in the building (limit of 30 minutes in library).

- Adult computers accessible at the Technology Center by appointment, call 307-687-0115 (CCPL) and 307-464-0500 (WBL) (limit 1 person per computer and 2 hours in library)
- Notarizations available by appointment, call 307-687-0115 (CCPL) or 307-464-0500 (WBL) (only signees can be present).
- Interlibrary loans are suspended until most Wyoming Libraries re-open.
- Meeting rooms will not be available for public use.
- Limited outreach services are available in Phase 1, as determined in a case-by-case situation.
- Seating areas and use of table space limited to assure a minimum of 6-foot separation in-between individuals.
- Library programs limited to virtual/digital format (virtual story times, etc. will continue to be posted on social media/library website).

Phase 2: Extended Patron Access (Potentially June 1, 2020)

(Continued stabilized infection rates demonstrated for a minimum of two weeks)

Hours of Operation:

- Campbell County Public Library
 - Monday-Thursday (9:00am to 7:00pm)
 - Friday-Saturday (9:00am to 5:00pm)
- Wright Branch Library
 - Monday-Thursday (10:00am to 6:00pm)
 - Friday (10:00am to 5:00pm)
 - Saturday (10:00am to 2:00pm)

Patron access:

- Front entrance staff presence to monitor number of people in building
- Children age 15 and younger will be allowed access to the library if Public Health/CDC has lifted this restriction.
- CCPL children's room – 12-person maximum with 6 feet of social distancing
- CCPL adult book stacks – 15-person maximum with 6 feet of social distancing
- CCPL Technology Center – 6-person maximum with 6 feet of social distancing
- CCPL Young Adult area – 8-person maximum with 6 feet of social distancing
- CCPL Meeting Rooms – Meetings of 10 or less allowed with 6 feet of social distancing in meeting rooms
- WBL upper level – 12 person maximum with 6 feet of social distancing
- WBL meeting room – Meeting of 8 or less allowed with 6 feet of social distancing
- WBL basement program space - closed

Library Services:

- Access to library services will be broadened during Phase 2; time limits in the building will continue
 - Staff is available via phone at 307-682-3223 (CCPL) and 307-464-0500 (WBL) to answer questions.
 - Curbside service is available for customers who do not need to enter the library; curbside service includes checkouts, faxing, and scanning.
 - Reference services (questions/requests) are available by calling 307-687-0115 (CCPL) and 307-464-0500 (WBL).
 - Digital content is available 24/7 at the library website at www.ccpls.org.
 - Browse and select items for checkout in the building (limit of 60 minutes in library).
 - Adult computers accessible at Technology Center, session length returns to normal software allowances (limit 1 person per computer).
 - Digitization station/microfilm computer available for public use.
 - In-building faxing and scanning services resume.
 - Designated *News-Record* computer and Census computer available for patron use.
 - Notarizations available by appointment, call 307-687-0115 (CCPL) or 307-464-0500 (WBL) (only signees can be present).
 - Interlibrary loans available if most Wyoming Libraries have re-opened.
 - Outreach Services available with limited patron contact and as allowed by facilities.
 - CCPL meeting rooms available for groups of 10 or less people, 6 feet of social distancing is required.
 - WBL meeting room available for groups of 8 or less people, 6 feet of social distancing is required.
 - Seating areas and use of table space limited to assure a minimum of 6-foot separation in-between individuals.
 - Library programs limited to virtual/digital format (virtual story times, etc. will continue to be posted on social media/library website).

Phase 3: Patron Access with some limits (Midsummer 2020)

(Continued minimal, stabilized infection rates demonstrated for a minimum of six weeks)

Hours of Operation:

- Campbell County Public Library
 - Monday-Thursday (9:00am to 8:00pm)
 - Friday-Saturday (9:00a.m. to 5:00pm)
- Wright Branch Library
 - Monday, Tuesday, and Thursday (10:00am to 7:00pm)
 - Wednesday and Friday (10:00am to 5:00pm)
 - Saturday (10:00am to 2:00pm)

Patron access:

- CCPL children's room – 6 feet of social distancing
- CCPL adult book stacks – 6 feet of social distancing
- CCPL Technology Center – 6 feet of social distancing
- CCPL Young Adult area – 6 feet of social distancing
- CCPL Meeting Rooms – Meetings of 50 or less allowed with 6 feet of social distancing in meeting rooms
- WBL upper level – 6 feet of social distancing
- WBL meeting room – Meeting of 12 or less allowed with 6 feet of social distancing
- WBL basement program space – Meetings of 40 or less allowed with 6 feet of social distancing in basement space.

Library Services:

- Access to library services will be broadened further during Phase 3.
 - Staff is available via phone at 307-682-3223 (CCPL) and 307-464-0500 (WBL) to answer questions.
 - Curbside service will be available on a limited basis.
 - Reference services (questions/requests) are available by calling 307-687-0115 (CCPL) and 307-464-0500 (WBL).
 - Digital content is available 24/7 at the library website at www.ccpls.org.
 - Browse and select items for checkout in the building (no time limit).
 - Adult computers accessible at Technology Center, session length returns to normal software allowances (limit 1 person per computer).
 - Digitization station/microfilm computer, and 3D printer available for public use.
 - In-building faxing and scanning allowed.
 - Designated *News Record* computer and Census computer available for patron use.
 - Notarizations available without an appointment (only signees can be present).
 - Interlibrary loans available.
 - Outreach Services available as usual, 6 feet of social distancing is required.
 - CCPL meeting rooms available for groups of up to 50 people, 6 feet of social distancing is required.
 - WBL meeting rooms available for up to 15 people, 6 feet of social distancing is required.
 - Seating areas and use of table space limited to assure a minimum of 6-foot separation in-between individuals.

- Library programs allowed with attendance limited 50 or less people, 6 feet of social distancing is required.

Phase 4: Full Access – Normal Operations Reinstated (with new building sanitation protocols)

(Upon notification of County Health Officer)

Normal library policies and procedures, including all library programming and full access to meeting rooms, will be in effect once the Library Board of Trustees are confident that no further restrictions by state or local government officials will be placed on the library.