

# RFL COVID-19 Response Plan



## **Roxbury Free Library**

### **COVID-19**

### **Response Plan**

Prepared by Roxbury Free Library Safety Officer: Ryan Zajac

PO BOX 95  
1491 ROXBURY RD. ROXBURY, VT 05669  
(802) 485-6860  
LIBRARIAN@ROXBURYFREELIBRARY.ORG



# RFL COVID-19 Response Plan

## Table of Contents

Executive Summary.....	3
Current Model of Operations.....	3
Important Dates .....	3
Notes .....	3
Model 3 – Open but regulated patron self-service of materials.....	4
Implementation .....	4
Building Access.....	5
Outstanding Questions and Decisions.....	7
Proposed Model of Operations.....	7
Safety Guidelines and Recommendations.....	8
Patrons .....	8
Staff - .....	9
Collection.....	11
Communication.....	11
Disinfection and Hygiene .....	12
Inventory of RFL PPE items (6/13/2020) .....	12

DRAFT



# RFL COVID-19 Response Plan

## Executive Summary

### Current Model of Operations

#### **Model 1**

#### Important Dates

June 1<sup>st</sup> 2020 – First day public libraries could potentially open following the Governor's orders

July 14<sup>th</sup> 2020 – Next normal RFL board meeting

July 15<sup>th</sup> 2020 - End of the Be Smart, Stay Safe order's state of emergency declaration

#### Notes

As of 6/12/2020, the VT DOL was aware of 5 libraries in Vermont that were open to the public (Dover, Rutland, St. Albans, Moore (in Newfane), and Pierson (in Shelburne)). It sounds like most libraries who are considering reopening will aim for somewhere between now and August.

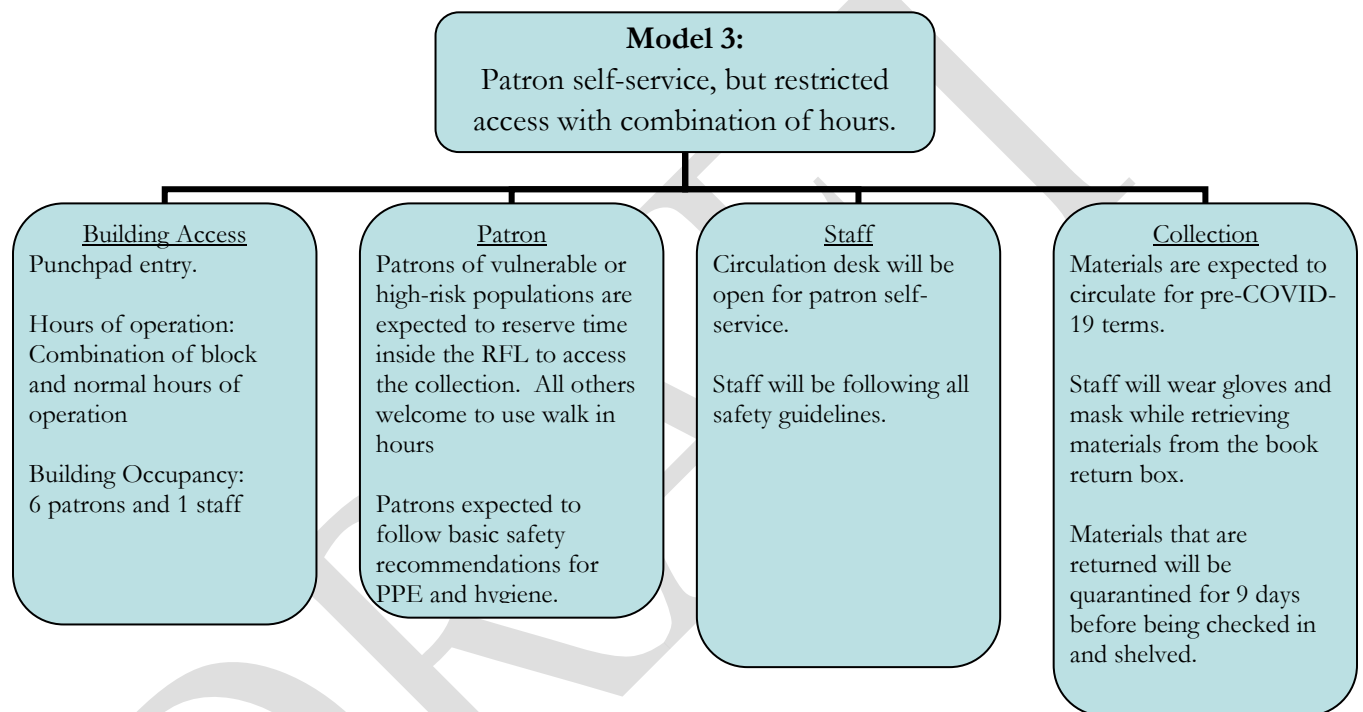
PO BOX 95  
1491 ROXBURY RD. ROXBURY, VT 05669  
(802) 485-6860  
LIBRARIAN@ROXBURYFREELIBRARY.ORG



# RFL COVID-19 Response Plan

Model 3 – Open but regulated patron self-service of materials

Model 3 – is Model 2, but with open access to the building and no in person programming or group gatherings inside the RFL.



## Implementation

**Step 1** – Model I (existing model of operating, curbside and home delivery, no change)

**Step 2** – Model II (2 week phase in period for Model III)

In an attempt to ease into operations under Model III, we will provide ourselves an opportunity to step into public access inside the building again. We will

PO Box 95  
1491 ROXBURY RD. ROXBURY, VT 05669  
(802) 485-6860  
LIBRARIAN@ROXBURYFREELIBRARY.ORG



# RFL COVID-19 Response Plan

advertise the change in operations as well as target individuals to access the building in scheduled blocks of time only, no walk in service during this transition.

### Step 3 – Model III (indefinitely after evaluation indicates success)

Notwithstanding any major changes in State directives or guidance from the board, the hybrid approach of Model III will be the preferred model to offer public access to the RFL for the foreseeable future.

**Step 4 – Evaluate** (~1 week after Model III has been in place). Will need to create rubric for measuring success.

### Building Access

**Access** - to the building will be used as a primary tool in the RFLs ability to manage the transmission risk of coronavirus. Access to the building is being restricted in the following ways: key entry only; key and punchpad entry; restricted access; open access.

**Proposal: Punchpad entry** - is restricted to the two RFL directors, the RFL substitute librarian, the Town Clerk’s office, the RFL board of trustees, and RFL volunteers.

**Building Occupancy** – The Vermont ACCD is currently limiting non-essential retail spaces to be limited to whichever of these three scenarios is greater: 25% of their approved fire safety occupancy; 1 customer per 200 square feet; or 10 total staff and customers combined.

Criteria	RFL Value	RFL Occupant Load
25% Fire Safety Occupancy	49 persons	11 persons plus 1 staff
Square Footage	691 sq. feet	3 persons plus 1 staff

PO Box 95  
 1491 ROXBURY RD. ROXBURY, VT 05669  
 (802) 485-6860  
 LIBRARIAN@ROXBURYFREELIBRARY.ORG



# RFL COVID-19 Response Plan

Number of total customers	1 staff person (expected)	9 persons plus 1 staff
---------------------------	---------------------------	------------------------

## Proposal: Occupancy -6

The proposal of 6 persons plus 1 staff is selected as a more restrictive Number of Total Customers criteria. The potential range of 3 – 11 public members inside the building offers very different dynamics inside the building. An occupancy of 6 falls in the median of the upper and lower ends that we’re permitted to choose from. We would not anticipate an occupancy total of 6 to create problems for household units to enter the facility simultaneously. (I have not seen guidance on how the Governor’s June 19th announcement for Cultural and Arts Centers occupancy threshold to be 1 person per 100 sq. foot relates to libraries, but the proposed occupancy limit of 6 would fall in line with that recommendation regardless)

Hours of Operation –All models of operation considered how our operating hours both serve the needs of patrons and the community as well as protecting those same entities by not encouraging any type of congregation or gathering in the interior or exterior of the RFL. Options considered included normal hours, block scheduling, individualized, and closure.

Proposal: Block scheduling – RFL will be staffed and open for patrons who have reserved a designated time slot on Tuesdays, Thursdays, and Saturdays. Patrons who attempt to access the facility as “walk in” patrons under this model will be granted access on a first come first served basis as determined by our COVID-19 occupancy load limits. Regardless of an available slot following your entrance to the building, patrons will be limited to no more than one 30-minute block per day. The recommendations we have seen in the last week from the ACCD and Vermont Dept.

**PO BOX 95**  
**1491 ROXBURY RD. ROXBURY, VT 05669**  
**(802) 485-6860**  
**LIBRARIAN@ROXBURYFREELIBRARY.ORG**



# RFL COVID-19 Response Plan

of Health stresses the relationship between the length of time inside a facility and increased risk of transmission rather than what has been contacted inside a facility. As patrons enter the building, staff will make patrons aware of the scheduling and declare the time the patron will need to exit the building. During the two-week transition period staff will be able to determine how much time between patron blocks will be needed to disinfect the facility before the next patron block begins. Depending upon this disinfection obligation, we may need to schedule breaks between patron blocks.

## Outstanding Questions and Decisions

<b>Board Level</b>
1. Libraries will be operating differently from now throughout the fall. What criteria would we examine to decide to shut down back down if the Governor does not directly indicate libraries? i.e., how to act in Dec. 2020 may not be as clear as it was in March 2020.
<b>Procedural Level</b>



## Proposed Model of Operations

As of June 20th 2020, staff's recommendation would continue to be the Model 3 framework. For the reasons outlined above, we continue to propose Model 3 as the most flexible, safest, and accessible option for our library and community.

PO Box 95  
1491 ROXBURY RD. ROXBURY, VT 05669  
(802) 485-6860  
LIBRARIAN@ROXBURYFREELIBRARY.ORG



# RFL COVID-19 Response Plan

## Safety Guidelines and Recommendations

### Patrons

In General - We need to ensure a high level of safety for protecting patrons from potential disease transmission from both staff and other patrons

### Specific Patron Notes -

- Post appropriately all VOSHA Signage requiring all the basic precautions be followed (no entry if sick; wash hands before during and after entering the building; wear face covering; practice social distancing; )
- Patrons will be expected to wear facial coverings upon entering the building. Both disposable and cloth face coverings will be available on the exterior of the building for patrons to access during operating hours if they do not have their own.
- As of 5/26/2020, the Governor has not directed public libraries to maintain a “contact trace log” after they open to the public. I do not see any reason why we would recommend this step in our library, and the communication from VT DOL right now has been to steer clear of it unless the Legislature or Governor specifically make changes to impact libraries specifically.
- Collection returns and quarantine protocols, adapt as needed.
  - Since March 2020 we have quarantined returned materials for a 9-day period. As of 6/20/2020 public libraries are reporting quarantining periods ranging from 2 days to a month. Our 9-day period was informed by UVM hospital early in the pandemic. Though we would prefer a shorter

PO Box 95  
1491 ROXBURY RD. ROXBURY, VT 05669  
(802) 485-6860  
LIBRARIAN@ROXBURYFREELIBRARY.ORG





# RFL COVID-19 Response Plan

quarantine like some libraries are using, we don't have any clear guidance to warrant making any changes.

## Staff -

In General - Protecting staff and volunteers is paramount in the decisions making process. We intend to create a work environment that protects both staff and patrons simultaneously.

## Specific Staff Notes -

- Designate a Health and Safety Officer
- Keep PPE in supply with an actively monitored inventory list to better prevent the chance of running out of PPE and disinfection products. Health and Safety Officer will be responsible for ensuring supplies are available for staff to protect themselves, patrons, and the collection.
- Self-reporting of COVID-19 health metrics will be recorded at the beginning of each shift.
- Find the balance of safety for staff working together. If staff are working simultaneously in the facility facial masks will be required to be worn. Staying separated in the office and library will be encouraged when possible.
- Construct barrier at circulation desk (I was awarded a sneeze guard through some grant funds with VTDOL, but I just found out on the 5<sup>th</sup> that they will not be delivered for 4-6 weeks (early to mid-July arrival) Paul Baker offered to construct any barriers we wanted for free as long as we provided the materials.

PO BOX 95  
1491 ROXBURY RD. ROXBURY, VT 05669  
(802) 485-6860  
LIBRARIAN@ROXBURYFREELIBRARY.ORG



# RFL COVID-19 Response Plan

- Staff will minimize any high-risk activities while working with patrons. High-risk activities will include being in close contact with individuals with no barriers (i.e., offering computer instruction). Medium risk will be working with the public, but with barriers and social distances in place (i.e., checking out materials at the circulation desk). Low risk activities will include work isolated from others (i.e., telework or no public interaction).
- Change flow of circulation desk.
  - Ask patrons to return all materials to the return box outside, even if they are entering the building.
  - Book browsing will be asked to be minimized for the time being. With proper mask usage and hand disinfection upon arrival, patrons making hand contact with the collection should not pose a high risk of virus transmission. Regardless, even though we won't be initiating a "you touch it, you borrow it, philosophy like some libraries, we do want to encourage the handling of the collection to be minimized. Multiple options of disposable gloves will be available to the patrons to utilize if they so choose while inside the building. Staff will retain the right to encourage guardians and caregivers to select materials for their children if children are unable to interact with the collection in a safe manner.
  - Circulation desk will be wiped down with disinfectant after each service delivery.

PO Box 95  
1491 ROXBURY RD. ROXBURY, VT 05669  
(802) 485-6860  
LIBRARIAN@ROXBURYFREELIBRARY.ORG



# RFL COVID-19 Response Plan

## Collection

In general - We need to ensure both as a perception and in practice that our collection is safe for patrons to be in contact with both inside the RFL and in their homes.

### Specific Facility Notes -

- Furniture, games, and toys have been removed from the RFL in an effort to prevent loitering and gathering inside the building.
- Desktop computers have been replaced with laptop units to allow flexibility for when and how patrons access computers at the RFL and better ensure social distancing recommendations. Computer peripherals (keyboards, mice, headphones, and chargers) are stored with staff access only and will be rotated between users to allow for thorough disinfection. Staff will utilize sneeze guard barriers, additional monitors, exterior windows, and other means to offer assistance to patrons using computers while being able to maintain appropriately safe distancing.
- Restroom will be available for public use at the beginning of the reopening. If the burden of disinfection after each use (ACCD recommendation for high touch areas) demands too much of staff time the restroom may be limited to staff access only.

## Communication

- Heavy sign in Eastern window notifying patrons of the ability to enter the RFL (i.e. we are at capacity or are below capacity and entry is open).

PO BOX 95  
1491 ROXBURY RD. ROXBURY, VT 05669  
(802) 485-6860  
LIBRARIAN@ROXBURYFREELIBRARY.ORG



# RFL COVID-19 Response Plan

- Print social distancing, ACCD, and VOSHA signage for inside and outside of RFL.

## Disinfection and Hygiene

- Staff log of presence inside the building
- Setup a sanitation and PPE station on top of the book return box outside (for patrons entering RFL).
- Continue to offer multiple handwashing options inside the building.
- Battelle library and Columbus Metropolitan Library system are researching the Coronavirus and the book environment. Update our quarantining procedures for returned materials as Battelle and ALA make announcements with research informed guidance.

Inventory of RFL PPE items (6/13/2020)

Item	Description	Location	Quantity
Liquid hand sanitizer	a. Purell b. Caldeonia	Library Office	~24 oz. 1 gallon
Sanitizing wipes	homemade	Office	
Disinfectant bar soap	Dial	Office	2 bars
Oxivar TB wipes	Hospital grade	Office	1/2 jug
Clorox	Bleach	Office	32 oz.
Disposable masks	None	Office	50

PO Box 95  
 1491 ROXBURY RD. ROXBURY, VT 05669  
 (802) 485-6860  
 LIBRARIAN@ROXBURYFREELIBRARY.ORG



# RFL COVID-19 Response Plan

Cloth masks	None	On "order" (6/5)	12
Latex gloves	None	Office	120
Latex free gloves	None	Office	100
Sneeze guard	a. 30" x 36" plexi-glass  b. hanging plexi-glass	a. On "order" (mid july delivery)  b. Still pursuing	1

DRAFT

PO Box 95  
 1491 ROXBURY RD. ROXBURY, VT 05669  
 (802) 485-6860  
 LIBRARIAN@ROXBURYFREELIBRARY.ORG