



# RFL COVID-19 Response Plan

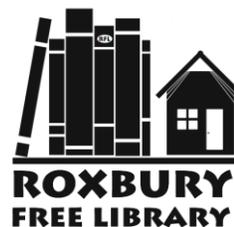
## **Roxbury Free Library**

### **COVID-19**

### **Response Plan**

Prepared by Roxbury Free Library Safety Officer: Ryan Zajac

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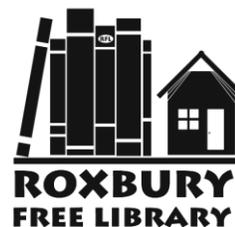
# RFL COVID-19 Response Plan

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Approved 6/23/2020

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# RFL COVID-19 Response Plan

## Executive Summary

### Introduction to the Response Plan

The staff of the Roxbury Free Library have prepared the following plan for reopening the RFL building to the public. Though we will not be able to guarantee a risk free environment, we are confident the response plan presented here will result in a low risk environment and safeguard patrons from potential disease transmission from both staff and other patrons. The RFL Board of Trustees has been regularly reviewing the drafts of this plan over the last couple of months and approved on the 23<sup>rd</sup> of June 2020 the final plan summarized here. While our intention is to be as consistent as possible going forward, please be aware the details outlined here may change as circumstances require. Operations at the RFL will be evaluated weekly and details of the RFL response plan may change based on the experiences of staff and patrons as well as guidance from the state and federal governments. Thank you for your cooperation and understanding as we move forward.

### Important Dates

July 5<sup>th</sup> 2020– First week of public access to the RFL building

July 14<sup>th</sup> 2020 – Next normal RFL board meeting (when metrics of a successful reopening of the building will be evaluated)

July 15<sup>th</sup> 2020 – Last announced date of the Governor’s State of Emergency declaration

July 21<sup>st</sup> 2020 – Potential first day of limited walk in hours for the RFL building

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## Implementation

**Step 1** – Two week phase in period starting on July 5<sup>th</sup> implemented in an attempt to ease into operations under Model III. Step 1 will include only reserved blocks of time to access the RFL facility with no walk in service during this transition. Curbside and home delivery options will continue to be offered to patrons.

**Step 2** – Adds a block of time to the model outlined above to permit walk in service during some hours of operation.

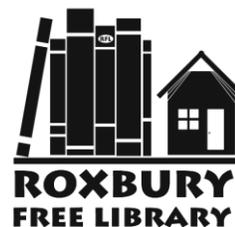
**Step 3** – Follows the above model indefinitely after evaluation indicates success. Notwithstanding any major changes in State Government directives or guidance from the RFL board of Trustees, the hybrid approach outlined here will be the preferred model to offer public access to the RFL facility for the foreseeable future.

**Step 4** – Evaluate (Weekly after patron access inside the facility has been in place beginning July 5<sup>th</sup>). Criteria for evaluation will include: both patrons’ and staff’s ability to follow expectations effectively, staff’s ability to manage the demands of the new operating model, satisfaction of patrons using the operating model.

### Evaluation Rubric

Evaluation Date	Patron Satisfaction	Patron safety compliance	Staff safety compliance	Staff’s capacity to implement
7/12/2020				
7/19/2020				

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Evaluation Scale: 3 = always in compliance; 2 = difficult to comply, but always in compliance; 1 = sometimes not in compliance; 0 = never in compliance

## Accessing the RFL Building

**Access** - to the building will be used as a primary tool in the RFL's ability to manage the transmission risk of coronavirus. Access to the building is being restricted in the following ways: occupancy limits, length of visit limits, and hours of operation.

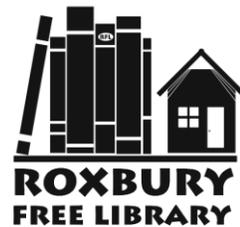
**Building Occupancy** – The Vermont ACCD is currently limiting non-essential spaces to be limited to whichever of these three scenarios is greater: 25% of their approved fire safety occupancy; 1 customer per 200 square feet; or 10 total staff and customers combined.

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

RFL defined occupant load -6 person plus 1 staff

The occupant load of 6 persons plus 1 staff has been 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 RFL building. An occupancy of 6 falls in the median of the upper and lower ends that we’re permitted to choose from. We do not anticipate an occupancy total of 6 to create problems for

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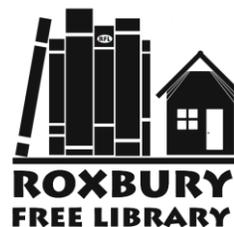
household units to enter the facility simultaneously. (Note to families, while we are not prohibiting children access to the building, we do expect caregivers to exercise their own judgement on their children’s use of the space as well as for children to follow the expected guidance for social distancing and hygiene. All toys and games have been removed from the children’s area to reduce high touch surfaces inside the RFL.)

Hours of Operation –As we begin readmitting patrons into the building the following table outlines the tentative schedules and hours we plan to operate.

July 5 <sup>th</sup> – July 18 <sup>th</sup>			
	Tues.	Thur.	Sat.
Reserved 30 minute blocks	10:30 – 5:30	2:30 – 6:30	10:30 – 12:30
Walk in hours	None	None	None
July 19 <sup>th</sup> and later			
	Tues.	Thur.	Sat.
Reserved 30 minute blocks	10:30 – 11:00 and 5:00 – 5:30	2:00 – 3:00 and 6:00 – 6:30	10:30 – 11:00
Walk in hours	11:00 – 5:00	3:00 – 6:00	11:00 – 12:30

A single 30 minute block of time per day of operation will be provided to either patrons with a reservation or as a walk in. Patrons who attempt to access the facility as “walk in” will be granted access on a first come first served basis as determined by our COVID-19 occupancy load limits. (Please note, we discourage any congregating at the RFL, either inside or outside of the facility) As patrons enter the building, staff will make patrons aware of the scheduling and declare the time the patron will need to

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exit the building. If the schedule block after a patron's visit is unreserved, the patron will still be expected to depart the building at the end of their 30 minute block regardless.

Patrons are encouraged to continue utilizing curbside or home delivery options for acquiring materials into the future. Please contact the RFL to reserve a time slot, or materials to be picked up ([librarian@roxburyfreelibrary.org](mailto:librarian@roxburyfreelibrary.org) or 802-485-6860). 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 and will update the scheduling going forward if that is the case.

## Safety Guidelines and Recommendations

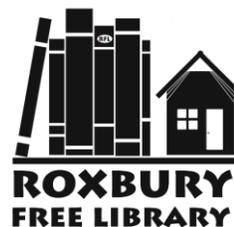
### **Patrons**

#### Specific Patron Notes –

Please note that the RFL staff are taking strong actions to protect you, the collection, and ourselves. We hope that patrons entering our facility will also be willing to do the same. Here are some of the expectations we need to see for this operating model to succeed.

- 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 upon arrival.

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- Patrons will be expected to sanitize their hands prior to entering the RFL facility and wash or sanitize their hands as needed while inside (hand soap and sanitizer will be provided inside and outside of the RFL building). Protective gloves will be available for patrons who choose to use them while inside the RFL facility, but patrons are not required to wear them.
- As patrons are scheduled for visits they will be asked a series of pre-screening questions to determine their risk-factors for entering the RFL building. Upon arrival patron will be expected to heed all signage and self-report the health metrics prior to entering the RFL building. If you are not able to report compliance with all the health screening metrics we expect patron not to enter the building and arrange for another means to acquire the RFL materials they would like (e.g. curbside delivery).

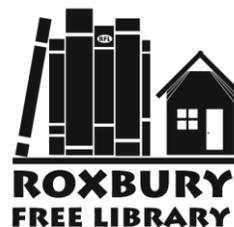
## Staff

### Specific Staff Notes –

Noted here are some of the specific things the RFL staff are doing to ensure our best efforts in protecting everyone and everything at the RFL.

- Designate a Health and Safety Officer (Ryan Zajac, Library Director)
- 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.

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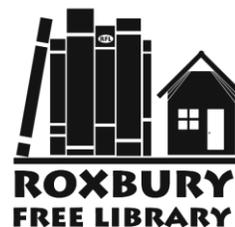


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- Staff are self-reporting of COVID-19 health metrics and they are recorded at the beginning of each shift.
- Construct sneeze-guard barrier at circulation desk.
- Staff will minimize any high-risk activities while working with each other and patrons. 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.
  - Post daily all VOSHA and ACCD Signage requiring all the basic precautions be followed (no entry if sick; wash hands before during and after entering the building; occupant limit, wear face covering; practice social distancing; )
  - Ask patrons to return all materials to the return box outside, even if they are entering the building.
  - Circulation desk will be wiped down with disinfectant after each service delivery.
  - High touch surfaces (door knobs, sinks, tables, etc... will be wiped down with disinfectant at the beginning, middle, and end of each shift)
  - Continue to offer curbside and home delivery of materials.

## Collection

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## Specific Collection Notes -

- Material return and quarantine protocols

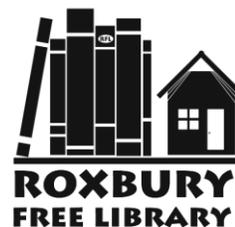
Following guidance from the IMLS and Battelle Lab published on June 22<sup>nd</sup> 2020, to mitigate exposure to the SARS-CoV-2 virus we are quarantining all returned materials for 3 days before checking them in and placing them on the shelf after the quarantine period. We have updated the auto-email notices patrons receive to reflect this quarantine period. The table below will show you when materials will come off of your account after you place them in the book return box at the RFL.

Items removed from return box on:	Items checked into computer system on:
<b>Tues.</b>	<b>Sat.</b>
<b>Thur.</b>	<b>Tues.</b>
<b>Sat.</b>	<b>Thur.</b>

- Browsing the stacks

We know how excited many of you are to get back into the RFL facility and browse all the great new materials that have shown up since you were here last. We understand. However, we will be encouraging targeted and focused browsing to reduce physical contact with the collection. In the weeks and months past we've spent time coaching many of you on how to place holds and search our catalog from home. We would encourage you to continue to do so

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and use holds to ensure materials are ready for you when you get to the RFL and don't get stuck wasting your time block.

- Computers

The RFL has several options available for patrons who would like to access a computer. Patrons will be able to use computers inside or outside of the RFL to promote social distancing. Printing, scanning, and faxing are still available for patrons in either a curbside or walk in service model. When applicable, computer peripherals (mice, keyboards, etc...) will be switched out between consecutive users.

## Facility

### Specific Facility Notes -

- Furniture, games, and toys have been removed from the RFL in an effort to reduce the amount of high touch surfaces and prevent loitering and gathering inside the building.
- 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.
- Kitchen area will be restricted to staff access only.
- Open windows, air conditioning, and fans will be utilized as much as possible to promote air circulation within the facility.

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- Unfortunately, use of the RFL facility for meeting space is suspended indefinitely at this time.

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