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### **Phase 1 - Stay at Home Order in effect**

Library – Closed to all

Staff – FT staff working from home

Circulation – Only ebooks

Programs – Only Online

Returns – None – all book drops closed

### **Phase 1.2 – Stay at Home Order in effect**

Staff prep for return of services.

- Check in all materials quarantined from before we closed.
- Reorganize Youth Library.
- Open book & media drop.

### **Phase 2- Stay at Home Order either relaxed or lifted – 5/4**

Library – *Closed to public*

Staff – *Work at library with social distancing rules in effect*

Circulation – *Ebooks and curbside*

Programs – Only Online

Returns – *Only in Book Drops*

### **Phase 3 - Stay at Home Order lifted – 5/18**

Library – Closed to public

Staff – Back to work at library with social distancing rules in effect

Circulation – Ebooks and curbside

Programs – Only Online

Returns – Only in Book Drops

*Computers – By appointment, limiting to 3 in use at any given time (2 upstairs & 1 downstairs), disinfected between patrons*

### **Phase 4 – Soft Open – 6/29**

*Library – Open to public by appointment – high traffic areas disinfected between appointments*

Staff – Back to work at library with social distancing rules in effect

Circulation – Ebooks, curbside and in-library

*Programs – Online and Take & Make*

Returns – Only in Book Drops

Computers - By appointment, limiting to 3 in use at any given time (2 upstairs & 1 downstairs), disinfected between patrons

### **Phase 5 – Open but restricted**

*Library – Open to public with possible capacity limits – high traffic areas disinfected hourly*

*Staff – Back to work at library with social distancing rules in effect*

*Circulation – Ebooks, curbside and in-library*

*Programs – Online and Take & Make, consider small in-person programming outside (i.e. Story Time)*

*Returns – Only in Book Drops, consider reinstating return carts by circ desks*

*Computers – No appointment needed to use. All can be open if we find a way to space them around the library. Disinfected between patrons.*

### **Phase 6 – New Normal**

All services & programming is back to normal.

Continue offering curbside pickup.

## Per Executive Order 20-56

### VHPL COVID-19 Preparedness Plan

- All staff shall remain home if sick. All staff shall complete a health screening checklist before they start their shift.
- Only one person per circulation desk at a time. Minimally, all surfaces that can be disinfected will be with every shift change.
- Patrons shall email or call and arrange for curbside service if they wish to check out library materials.
  - Library materials can be dropped off in a patron's trunk or through a back seat window. If the patron doesn't have a car at the library, library staff can set library items on the front door landing banister and patrons can retrieve it after the staff member has returned inside.
  - If the patron has items to return, library staff can retrieve them at the same time they deliver newly checked out items to the patron. If patron is only returning items, they shall do so in the exterior return slots.
- All returned items belonging to VHPL shall be quarantined in a tote until the library opens the following day. If a returned item belongs to another library, it will follow regular delivery procedures.
- **Phase 3, starting May 18** - Computer appointments will be available for patrons on the hour from 11:00am-5:00pm. They will last 45 minutes. Computer stations (keyboards, mice, chair backs and the table around the keyboard) will be disinfected between users.
- **Phase 4, starting June 29** – Browsing appointments will be available for patrons on the hour from 11:00am-5:00pm. They will last 30 minutes. High traffic areas will be disinfected after each appointment. Patrons are encouraged to do their library business as quickly as possible.
- **A maximum of 10 patrons will be allowed in the library at any given time.**
- Staff and patrons must practice good social distancing practices.
- Staff shall wear masks when patrons are on the same floor in the library and when offering curbside services. They shall wash or sanitize their hands after interacting with patrons or checking in library materials.
- Library patrons are strongly encouraged to wear masks while inside the library and wash/sanitize their hands when they leave the library. Patrons will not be allowed behind the circulation desks.
- Patrons shall follow directions from library signs or staff. They will be asked to leave if they do not follow directions and policies.