

**Mississippi Valley Library District
Reopening Plan
Revised 11/16/2020
Subject to Changes at Any Time**

Revision from 11/16/2020 - The MVLD added additional criteria for what will lead to a reversion to a prior stage's services. Any one of the following criteria, or a combination thereof, will result in a reversion:

- A Madison and/or St. Clair County 7-day rolling positivity rate of 17% or higher for either three consecutive days or three days within a seven-day rolling period
- Mitigations issued by the State of Illinois for non-essential retail under the "Restore Illinois" plan
- Inability to staff the MVLD building(s) to the extent needed to provide current services

If any of the above criteria are met, the MVLD will revert its services to the prior stage. For example, in-building browsing services may revert to curbside-only services, or curbside-only services may revert to phone/email/online services. The MVLD will issue notice of the planned reversion as soon as possible:

- For a 17%+ 7-day rolling positivity rate, 24-48 hours' notice will be given prior to the reversion taking effect.
- For mitigations issued by the State, notice will be given as soon as feasible with the mitigations to take effect on the date provided by the State.
- For staffing matters, notice will be given as soon as feasible (may vary from situation to situation).

The length of time for which a reversion in services will remain in effect will depend on the situation:

- For a 17%+ 7-day rolling positivity rate, there will be a minimum reversion of services for 7 days. Administration will monitor the rolling positivity rate and will not initiate a return to fuller services until the rate shows a clear downward trend and is under 17%.
- For mitigations issued by the State, the reversion will be in effect until the State lifts the mitigations.
- For staffing matters, the reversion will be lifted as soon as staffing levels are resolved (may vary from situation to situation).

Revision from 9/21/2020 - The MVLD will remove the pre-requisite of a 14-day downward trend of positive COVID-19 cases in the area and replace the criteria with adherence to the "Restore Illinois" guidance for Region 4. As of the date of this revision, Region 4 is in Phase 4 with a Tier 2 mitigation.

"Opening Up America Again" (Federal Government) Phases	"Restore Illinois" (Illinois Government) Phases	MVLD Stages	Pre-requisites and Procedures
Phase 1	Phase 2 (Flattening)	Stage 1	Pre-requisites: <ul style="list-style-type: none"> <input type="checkbox"/> 14-day downward trend of COVID-19 cases in the area (revised 9/21/2020) <input type="checkbox"/> MVLD must supply adequate levels of disinfectant supplies & PPE (face masks in

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			<p>particular)</p> <ul style="list-style-type: none"> <input type="checkbox"/> MVL D establishes procedures for monitoring staff health and enforcing COVID-19 preventative measures <input type="checkbox"/> MVL D provides professional cleaning on a more thorough basis <p>Procedures:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Teleworking still required for those who can <input type="checkbox"/> Some staff work on shortened schedules (~4 hrs) <input type="checkbox"/> Staff work Mon/Wed/Fri only <input type="checkbox"/> Staff must successfully complete a health status check at the beginning of each shift in order to remain at work <input type="checkbox"/> One staff person in a work area at a time <input type="checkbox"/> Respond to patron emails <input type="checkbox"/> Conduct inventory, shelf reading, and weeding. <input type="checkbox"/> Rearrange/store furniture as needed to ensure social distancing is maintained by staff and patrons <input type="checkbox"/> Put away toys, train tables, and other hard-to-clean items <input type="checkbox"/> Begin processing and cataloging <input type="checkbox"/> All staff must practice social distancing and use PPE if social distancing cannot be maintained <input type="checkbox"/> Staff cannot “hop” from their designated work station to another station <input type="checkbox"/> All staff must disinfect their work stations (computers, phones, desks/counters, writing implements, etc.) before beginning work and prior to leaving their shift <input type="checkbox"/> Retrieve book drop materials and set aside for up to 72 hours <input type="checkbox"/> Check in and shelve materials that were brought in during prior shifts <input type="checkbox"/> Staff will use their personal devices and/or their assigned work station to clock in and out.
Phase 1	Phase 2 (Flattening)	Stage 2	<p>Pre-requisites:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Continuation of Stage 1 pre-requisites <input type="checkbox"/> Update phone messages <input type="checkbox"/> Unlock book drops <input type="checkbox"/> Advertise return of book drop service -

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			<p>items will be held for up to 72 hours before checking in</p> <ul style="list-style-type: none"> <input type="checkbox"/> MVL D will notify the post office and book suppliers to begin sending mail and shipments. <input type="checkbox"/> Conduct air quality check <p>Procedures:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Continuation of Stage 1 procedures <input type="checkbox"/> More staff may be added to the Mon/Wed/Fri schedules <input type="checkbox"/> Begin accepting mail and parcel deliveries on-site. Parcels/mail will be received at the door only. <input type="checkbox"/> Begin accepting phone calls <input type="checkbox"/> Begin accepting curbside donation dropoffs - hold for up to 72 hours before sorting <input type="checkbox"/> Begin modified courier service between MVL D libraries
Phase 2	Phase 2 (Flattening)	Stage 3	<p>Pre-requisites:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Continuation of Stage 2 pre-requisites <input type="checkbox"/> Notify SHARE to enable patron account blocks and turn on hold notifications and overdue/bill notices <input type="checkbox"/> Advertise curbside pickup <input type="checkbox"/> Advertise expectations of patrons - wearing PPE <p>Procedures:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Continuation of Stage 2 procedures <input type="checkbox"/> Begin limited curbside pickup (access to MVL D materials only) <input type="checkbox"/> Begin offering ILL service - limited to OCLC for special requests (if items are in SHARE, wait to order until delivery is active again) <input type="checkbox"/> Contact homebound patrons and offer to begin modified no-touch service <input type="checkbox"/> Mobile printing service through curbside pickup - printing fees waived
Phase 2	Phase 2 (Flattening)	Stage 4	<p>Pre-requisites:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Continuation of Stage 3 pre-requisites <p>Procedures:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Continuation of Stage 3 procedures <input type="checkbox"/> If IHLS is delivering materials, begin

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			offering IHLS/SHARE ILL service
Phase 3	Phase 3 (Recovery) and Phase 4 (Revitalization)	Stage 5	<p>Pre-requisites:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Continuation of Stage 4 pre-requisites <input type="checkbox"/> Installation of barriers at service desks <input type="checkbox"/> Floor markings & stanchions to designate social distancing spacing at service areas <input type="checkbox"/> Signage heavily placed around library & at entrances indicating requirements such as wearing PPE, maintaining social distancing, using provided hand sanitizers, washing hands after using restrooms, etc. <p>Procedures:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Continuation of Stage 4 procedures <input type="checkbox"/> Library open to the public: <ul style="list-style-type: none"> <input type="checkbox"/> Provide adequate public area sanitation supplies <input type="checkbox"/> Provide enhanced cleaning services <input type="checkbox"/> Limit the number of people within the library - perhaps by appointment and/or no browsing <input type="checkbox"/> Modify circulation procedures and other services to be no- or low-touch <input type="checkbox"/> Computer use by appointment & limited to 1 hour for cleaning between uses
Phase 3	Phase 5 (Illinois Restored)	Stage 6	<p>Pre-requisites:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Compliance with any ongoing recommended safety requirements <p>Procedures:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Continuation of relevant Stage 5 procedures <input type="checkbox"/> Return to full operations <input type="checkbox"/> Normal hours resume <input type="checkbox"/> Modifications may continue based on local health needs and recommendations from state & federal governments and health care experts