

Mississippi Valley Library District
Reopening Plan
Revised 9/21/2020
Subject to Changes at Any Time

Revision from 9/21/2020 - The MVLD will remove the pre-requisite of a 14-day downward trend of 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	<p>Pre-requisites:</p> <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 particular) <input type="checkbox"/> MVLD establishes procedures for monitoring staff health and enforcing COVID-19 preventative measures <input type="checkbox"/> MVLD 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

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			<ul style="list-style-type: none"> 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 - items will be held for up to 72 hours before checking in <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

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			<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 MVLD 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 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	Stage 6	Pre-requisites:

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	(Illinois Restored)		<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
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