

East Ridge City Library Phased Reopening Plan

Phase 1: Staff will begin no contact curbside service on Monday, May 4th with reduced hours.

Phase 2: Along with curbside, patrons will be able to make an appointment for browsing and computer use. Appointments will be required during this phase and limited to 30 minutes for browsing. To maintain proper social distancing, only 3 computers will be available to the public. Appointments will be Monday through Friday with temporary, reduced hours. Saturdays will be curbside only.

- There will be a time limit of 45 minutes on computers and computers will be limited to only East Ridge residents.
- Staff will not be able to provide one on one help on the computer at this time.
- There will be no daily shared materials (newspapers, magazines) which can't be sanitized.
- Seating areas will not be available during this phase due to the capacity restriction.
- Patrons are encouraged to wear masks and practice proper social distancing.

Phase 3: Patrons will be allowed back in the building with restrictions and limited hours. This will be done in a controlled manner, limiting the number of people in the building at one time to 10 (including staff). Temporary reduced hours will be Monday through Friday 12 PM to 4 PM. Curbside will be available Monday through Friday from 10-11:30 and 4-5:30 during this phase. All the above bullet points will still apply in this phase.

Phase 4: Time limits and restrictions on the number of people in the building will no longer apply during this phase. Shared materials (newspapers) and seating will be available. We will add the following:

- Small adult groups (10 or less) will be able to resume in person meetings by registration.

Phase 5: The library will be back to business as usual.

All returned materials will need to be returned in the outdoor book drop and will still be quarantined for 72 hours before returning to the shelf during phases 1-3. Computers will be sanitized by staff after each patron. All frequently touched surfaces (counters, door handles, etc.) will be sanitized regularly by staff. Virtual programming will continue until social distancing requirements are lifted.

The library will closely follow all the governor's, CDC, and local health department recommendations. As far as the timing, there is no set time limit on any of these phases. The library board will approve transitioning from phase to phase. This plan is subject to change. ERCL is committed to the health and safety of our patrons and staff.

Sincerely,
East Ridge City Library
Board of Directors