DRAFT

APL Reopening Plan

The primary consideration in this plan is maintaining the safety of library patrons and staff while finding ways to provide necessary services that the library is uniquely positioned to perform. The most likely scenario may be a scaled reopening with an incremental easing of physical distancing measures as dictated by the Governor and the Mayor.

Staff at APL facilities will have weekly check-ins for lessons learned, so we can modify the plan as needed.

First week: only computer access, browsing the collection, check out books, no programs

In 2021 (depending on the COVID situation): visit the idea of outdoor programming with social distancing in locations with large green space i.e.: Central, Sunkist, Haskett, and Canyon.

ANALYSIS

- Quarantine of library materials - Following research lead by OCLC, IMLS, and Battelle that found COVID-19 to survive on library materials for up to four days, we have developed a process to quarantine returned materials four days. Items are checked in on the system on the fifth day from the date of return to ensure that they are safe for the next patron.
- Analysis of square footage of public space per building to calculate capacity with social distancing. Review by Anaheim Fire Marshall.
- Reduce # of computers available to enforce physical distancing: redeploy computers where appropriate
- Staff to wear protective gear such as masks and gloves while administering public services.
- Remove the family engagement (wooden puzzles, etc.) children’s items from the public floor or severely restrict offering only those items that are easily wipe able and only available from a service desk.
- Continuation of curbside pickup to be determined by branch/Central Lead.
- Setup “Quarantine” status of library materials in Horizon.
- Paperless patron Registration options
  - Online Library Card Application – filled out by patrons, either on their own computer/device, or at APL branches using a catalog or public lab computer
  - Mobile Staff app (which replaces Mobile Circ) – at APL branches, patrons could use a 2D scanner connected to an Android tablet to scan the barcode on their driver license, automatically filling in their registration information. Equipment needed: one Android tablet (about $300), one 2D barcode scanner (about $700)
- Staff are not responsible for monitoring the public bathrooms.
EXTERIOR SIGNAGE CENTRAL LIBRARY – Branches can use this as a sample to devise their own exterior signage.

- 6 foot queue markers on sidewalk
- Signs created by city hall/PIO
- “Sign in here” (reservation station for public computers)
- Beginning of walkway signage “do not enter feeling sick”; Next sign “keep 6 feet apart”. One sign with our rules. “Please note one (1) hour time limit. Reservations required for computer use prior to use. If you do not have a reservation please wait in line and we will direct you. Patrons must wear a mask, limited baggage, 6-foot distance when stationary per state of CA.”

OPENING PUBLIC AREAS

- General check-in desk outside.
- Floor decals for 6 feet apart at public service info desk, Children’s, Ref, Circ, Media.
- Tom checking with SAIC for reservation/queuing system for entering the building.
- Electronic doors may be put on manual opening instead of automatic opening to limit the number of people coming into the building.
- 1 hour limits for patrons to be in the library. People can queue up again after their time is up.
- Patrons must be wearing masks prior to entering the building and it must remain on for the time they are in the building (babies under 2 exempt)
- Hand sanitizers available by the front door.
- One person or family unit in the Central elevator at a time –SIGNAGE
- Public Service Desks
  - 6 foot stickers on the floor leading to public service desks
  - adhesive labels “wait here for service”
- People entering the library will be given a colored sticker with the time they entered
- Maximum capacity at each facility will be determined Leads and reviewed by Fire Marshall
- All public access computers will require a reservation-investigating additional reservation station options, including web interface.
- Library will provide computer users wipes they can use to sanitize to their own satisfaction the keyboard, mice, and work table they will use.
- Automation Team providing a solution that will allow a patron to request computer assistance from their computer, and library staff member remotely connecting in to provide that assistance.
- Remove staplers, staple removers and other office supplies from the public floor, as they are too difficult to sanitize. Change for change boxes can remain as people are inserting donation money.
- Have book trucks available for patrons to place books they are not checking out in. This way books that have been handled can be cleaned before going back on the shelf. (While we encourage that patrons do not re-shelve, we all know that they like to be “helpful.”)
- Remove flyers and other handouts – stacks of handouts are touched by multiple people each day. We can post branch calendars in a place where people can take a picture.
- Central Group study rooms – APL & Workforce Development are discussing a partnership for the use of these rooms to benefit our public.
- Not allowing patrons to borrow pens, pencils, etc., investing in golf pencils that patrons can keep. Toss or quarantine golf pencils that public leave behind.
- Order tongs for each facility so staff can pick up masks, pencils, and other items library patrons leave behind.
- Handling library cards: tests show that cards can be scanned through Plexiglas thus eliminating the need for staff to handle patrons’ cards.

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HERITAGE CENTER – REOPENING PLAN

1) Both Heritage Center and Muzeo will require reservations/appointments and will keep lobby doors locked/manual opening; People without reservations/appointments will not be allowed access for restroom purposes only;
2) Will have separate Heritage Center & Muzeo que lines outside the west lobby doors with 6 foot markers;
3) Research Appointments required, with staff ability to add appointments for drop-ins if space is available (length of time per appointment TBD). Will require patrons to call to make appointment to allow for research interview – form will be developed;
4) 1 chair per table (3) + Microfilm & Ancestry PC stations;
5) Hand sanitizer station in lobby outside Reading Room door;
6) Masks required, with disposable gloves to be provided and required for handling local history material; receptacle for disposal of gloves outside Reading Room door;
7) Protection for public desk – sneeze barrier installed/WO for additional panel; need additional barrier for aisle between desk and filing cabinets;
8) Disinfecting surfaces before and after patron use;
9) Bags (limited number) left on cart inside Reading Room door;
10) Materials will be cleaned or aired (depending on type and recommendations from library & archival experts) before being returned to storage;
11) Central Library and branch staff must call before referring patrons to the Heritage Center

MOBILE LIBRARY

Mobile Library Reopening Procedures

Arrival and Opening
When arriving at a stop location staff will set up 4 or 5 tables for 2 stations outside, (see diagrams below), and put out the vehicle canopies.

Staff will wear PPE in the form of facemasks and gloves. Gloves will be changed at the end of every stop or more frequently if needed.
**Outside Station A:** receives returned items, processes applications, assists patrons with account questions

**Outside Station B:** Hands out applications (if needed), guest support

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### Work Stations

**Station A Person:**
- Receives returns from patrons
- Cleans items
- Checks in item into the system
- Stores items in a bin
- When the bin is full, bin will be placed in the mobile library’s storage area for 3 days to quarantine
- Assists patrons with problem accounts
- Replaces patron’s card if lost
- Processes new applications
- Takes reserves

**Station B person:**
- Encourage patrons to socially distance and line up while waiting
- Reminds patrons that they need face covering when entering, if patron does not have face covering they will not be permitted
- Encourage patrons to retrieve their masks if they do not have it, if not provide one, if necessary
- Gives patrons hand sanitizer before entering
- Invites patron or quarantine family group to enter the vehicle
- Remind patron that they have 5 minutes to select items and check out

**Inside Station C person:** at checkout desk
- Assists patrons with finding items
- Checks out items to patron’s account
- Assists with processing new applications
End of the stop Procedures

- All exterior tables will be cleaned with disinfectant and stored away
- All interior tabletops will be cleaned with disinfectant
- Quarantined items will be stored in the bottom storage of the mobile library. Check in date will be marked on the outside of the bin. After 72 hours, materials will be returned to the collection and available for check out.

Supplies needed

- Hand sanitizer pumps
- Golf pencils for patrons (one-time use)
- Clip boards (need to be sanitized between patrons or bring multiples to quarantine)
- Bins for returns and storage
- Laptop tent for laptop covering
- Disposable face coverings for patrons (only if they do not own one or replacement needed)
- Lysol wipes/cleaning agent
- Paper towels
- Trash cans/ trash bags