Reopening Plan

Subject to change frequently. There is currently no timetable between phases.

Protective Gear in Place Before Opening

- Sneeze shields for desks
- Gloves
- Masks
- Disinfecting Wipes
- Disinfecting Spray
- Hand Sanitizer
- Hand Soap
- Keyboard Covers (for easy cleaning for staff and patrons)

Phase 1 - Currently In

- Full Time staff works in the building (one person per area at a time for limited hours) to keep day to day operations going and paying bills, pick up mail being held at post office, etc.
- Part Time staff works from home.
- Custodians working in the building limited hours to sanitize and clean out spaces.
- Office supplies and orders being delivered to Director’s home.
- Provide limited resources via email inquiries, including online card applications and reference transactions.
- Increased electronic and social media presence.
- Offer Zoom programs to the public for all ages.

Phase 2

- Bring limited staff back into building for a set schedule and maintain social distancing. One staff member scheduled per desk, per shift. Close quarter office space staff will also rotate hours and not work together during this phase.
- Library phones resume operating 10-5 Monday through Friday.
- PT staff shifts are 9:30-2:00; 2:00-5:30.
- FT staff, if in private office, is 9:30-3:00. If shared office space a set schedule will be developed to allow for social distancing.
- Book returns open. Returned items checked back in following recommended sanitation guidelines by the Northeast Document Conservation center and ALA (subject to change as more information becomes available).
  - Staff wears gloves when opening the book boxes, removing returned items, and closing the book boxes.
  - Gloves remain on when bringing books back into the building and placing them in quarantine room (Reading Room).
• Gloves removed immediately after handing books and hands must be washed following CDC recommendations.
• All returned materials are placed in 48-hour quarantine area (Reading Room) BEFORE being checked back in.
• After 48 hours the items can be checked in and re-shelved.
• Gloves are not necessary at this point; it is recommended that staff wash hands after each interaction with returned books.
• Please be aware that at this point, returned materials DO NOT need to be wiped down or sprayed with disinfectant. This can damage materials and deplete our limited sanitizing supplies. This is subject to change.

• All staff works on projects preparing to reopen.
• Offer Zoom programs to the public per phase one.

Phase 3

• Begin to offer curbside pick-up. Pick up times are Monday-Friday 11-1; 3-5.

Curbside Pickup Guidelines

• To request library materials, patrons may call the Library at 860-489-6684 or complete the electronic form.
• Limit to five (5) items per adult/YA library card and ten (10) items per juvenile card.
• A Library staff member will gather the requested materials, put them in a bag, and label it with your last name. We will then contact you to let you know that your materials are ready. (Please provide contact information and preferred method of contact at the time of your request).
• Bags will be placed on a folding table in front of the Library’s Daycoeton Place entrance (weather permitting); otherwise we will reschedule your pick-up day and time.
• Pick-up hours are 11am-1pm and 3pm-5pm, Monday through Friday.
• We will make every effort to fulfill your request based on item availability. You can always check item availability by using our online catalog at www.torringtonlibrary.org
• Items can be returned in the Book Drop. Please wipe down all items with a disinfectant wipe or cleaner before returning.

Demo website: http://www.torringtonlibrary.org/curbside-pick-up.html

Phase 4

• Library building opens for LIMITED services using extra precautions:
  • Hours Monday-Friday 10am-1pm / 2pm-5pm
    • 1pm-2pm used for extra cleaning of high traffic areas.
    • Every two hour high touch surface cleaning schedule is still in place from before closure.
  • Following areas CLOSED to the public:
    • Children’s Room
    • Program Room
    • Quite Study Rooms
• Meeting Room
• Community Room
• Computer Stations
• All public bathrooms

• Following areas OPEN to the public (1st floor only):
  • Large Print
  • Fiction
  • Nonfiction
  • AV
  • YA
  • New Materials

• Limited number of patrons in building at one time per the state regulation. One staff member will remain at the welcome desk to keep count.
• Stairwells closed unless in case of emergency (only 1st floor open at this time, which eliminates the need for stairwells).
• Limited staff at work stations as in phase two-three.
• All employees and patrons must wear face coverings when in public spaces.
• All lounge seating removed in public spaces
• Blue tape used to mark safe social distancing space for check out / browsing areas.
• One way arrows for stack space.
• Children’s Room books can be requested and brought down to first floor by a staff member.
• Copier and fax reopen, but sanitized after each use.
• There is LIMITED money exchange; only for fax/copier. Patrons will be asked not to pay fines at this time.

Stage 5

• Phase four and
• Two computer terminals reopen with safe social distancing. Users are limited to one, one hour session per day. Each station will have an easy to clean keyboard cover and will be sanitized. More stations will open as time and sanitation procedures allow. All stations will be six feet apart.
• Limited lounge seating opens with six feet social distancing.
• Patrons will not be asked to limit lounge seating time in an effort to accommodate more individuals. This will evolve and we may allow for more seating as time goes on. All while maintaining social distancing of six feet.
• Outdoor programming, while maintaining safe social distancing, MAY take place IF it is deemed safe.
• Children’s Room reopens to the public in the following phases:
  • Phase One:
    • Elevator access only. Stairwells remain closed.
    • Limited number of patrons in the room at one time per the state regulations.
    • We will not all “families” in the space. One person per family only.
    • No toys available.
    • No lounge seating available.
    • No computer usage.
    • No supervised visits.
• Phase Two:
  • Elevator and stairwell access resume with same sanitization schedule as rest of the building.
  • Allow “families” in the space, while following state regulations.
  • Computers reopen with proper sanitation and distancing.

• Phase Three:
  • Large, easy to clean toys put back out while maintaining sanitation.
  • Limited onsite programming MAY take place with limited people, IF deemed safe.

Stage 6
• Open to public business as usual.
• Resume normal hours.
• Resume normal staff placement.
• On-site programs resume.
• What doesn’t change are the following safety protocols:
  • Sneeze guards still in place.
  • Sanitation schedule in place.