

## Proposal to expand gradual reopening of library building, part 1

In order to ensure the safety and health of our patrons and staff with a slow and deliberate reopening, the Greenville Public Library proposes to expand opening to the public according to the following plan, pending approval by the Library Board, the Bond County Health Department, and the City of Greenville officials. This proposal is subject to change at any time at the discretion of the Library Board.

### Part 1

1. Curbside will be offered for limited hours (10 am – 12 pm.)
2. Patrons allowed inside for limited hours (1 pm – 4 pm) within the following parameters:
  - a. Patrons will call to make an appointment.
  - b. Patrons will have 20 minutes (or less) to browse and check out items.
  - c. Families will be encouraged to send only one family member
  - d. Chairs will be removed to discourage lingering.
  - e. Masks will be required.
  - f. Hand sanitizer will be required upon entry into the building.
  - g. Social distancing will be required.
3. All return of library materials will be via the drop box.
4. Returns will be handled in the same manner as the curbside proposal
  - a. Staff will wear a mask while handling returned materials.
  - b. Materials will be wiped down with a Lysol wipe and left to air dry.
  - c. Materials will be quarantined for at least three days.
  - d. Materials will be checked in to be shelved or recirculated.
5. Computers will be available for limited hours (1 pm – 4 pm) within the following parameters:
  - a. Patrons will call to make an appointment.
  - b. Limit of 45 minutes which gives staff time to clean between patrons.
  - c. Masks will be required.
  - d. Hand sanitizer will be required before using the computer.
  - e. Only two computers will be available to ensure social distancing.
6. Printing, scanning, faxing, and notary services available by appointment only.
7. All staff will wear a mask and observe CDC guidelines for frequent hand washing.
8. Staff will clean “touch” points (door handles, counters, railings, etc.) frequently.