Jefferson County Library

Coronavirus Reopening Procedures

This document is keyed to the phases recommended by the Governor’s Office. The measures depend on the Governor’s orders as well as guidelines from public health professionals and actions of the County Court. We will try to coordinate reopening with our partner libraries in Deschutes and Crook Counties.

# Measures implemented until all restrictions are lifted

Most of these measures are intended to allow for physical distancing.

## Physical building measures

* Marking a 6 by 6 feet area in front of front and back doors.
* Providing an additional drop box in the foyer and removing the drop box at the front desk.
* Spacing public computers.
* Removing all seating except chairs for public computers.
* Providing high tables without chairs for patrons who want to use their own computers.
* Using 2 UVC lights to sanitize children’s area and public computer section.
* Taping off spots on the floor to indicate physical distance.
* Making the door from the foyer into the library entrance and back door exit.
* Building occupancy limited to 5 people per 1,000 feet of available space (see details in phases below), including staff and patrons.
* Keeping public bathrooms closed.

## Service measures

* The public computer uses limited to 30 minutes.
* No public meeting room events.
* No in-house library programs.
* Hours limited to Monday-Saturday 10.00 am-3.00 pm.
* 3 public computers are available by appointment only.
* One public computer completely devoted to applying for government benefits, such as unemployment, and completing the Census.

## Sanitation/reduction of touchpoint measures

* Public computers will be sanitized after every use.
* The outside front door will be propped open.
* The back door will be locked with doorbells available.
* All incoming and outgoing items will be sanitized.
* All areas that people touch will be sanitized at least hourly.
* Hand sanitizer available throughout building, for staff and patrons.
* Disposable face masks available to the public upon entry.
* No direct handoff of materials between staff and patrons.
* Frequent signage educating the public about recommended public health guidelines.
* No communal toys/activities provided (e.g. puppets, kitchen play area, puzzles)
* No food and drink permitted to enter the building.

## Staff measures

* Ample PPE provided, including gloves and masks for staff members.
* Limit to the number of staff who can work at the service desk at once.
* Continue remote work arrangements to limit the number of staff in the building.
* Staff will wear masks whenever working in the public.
* Staff are not permitted to touch patrons’ personal devices.

# Limited reopening measures

* The library opens for public browsing with limited entry.
* Public computers are available by appointments.
* Curbside pick-ups are available during limited hours.
* Delivering hold items to doorstep is available.
* No more than 16 patrons (about 5 people/1,000 square feet) permitted in the library, including 10 browsers, 4 computer users, and 2 work station users.

# All restrictions lifted

* Sanitizer continues to be widely available.
* Informational signage remains, though lessened.
* Regular sanitizing continues, though not as frequent.
* Annex meeting room bookings resume.
* In-house library programs resume.
* All furniture is returned.
* Doors no longer locked.
* Regular hours resume.
* Communal toys/activities returned.
* Building occupancy returns to the fire code limit.
* Tape and markings removed.
* Staff no longer required to wear masks.
* Remote work arrangements end unless determined otherwise.
* Staff may work directly with patrons’ devices again.