



Alexandria Library Phased Reopening Plan

Services, Not Just Doors

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ALEXANDRIA
LIBRARY

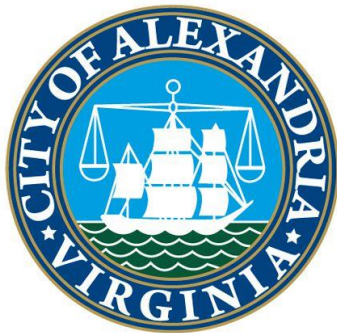


Overview

In an effort to safely make library services available to all, the Alexandria Library must take a phased in approach. Plans include measures to protect the staff and make library facilities safer, including changes in handling collections and alterations to service.

Background

- Emergency Board Meetings
 - March 17 and March 30
- Virtual Services provided





Research

- **Benchmarking**

Medium.com

<https://www.schoollibraryjournal.com/?detailStory=IMLS-CDC-offer-guidance-for-disinfecting-returned-books-library-journal-coronavirus-covid19>

<https://americanlibrariesmagazine.org/blogs/the-scoop/how-to-sanitize-collections-covid-19/>

- **Best practices**

Metropolitan Washington Council of Governments

Library of VA- Region V (FX, Arlington, Falls Church, Prince William, Loudoun)

Urban Libraries Council, American Library Association

MD State Libraries Reopening Guidelines

- **CDC, DOH, City Data**

Staffing

- COVID-19
(age, preexisting conditions,
Caretaker, and parent/guardian)



40%

Supplies/Equipment



Facilities for Staff Return



Facilities for Patron Return



Collection Access

72-Hour Quarantine
for Book Returns



72-Hour
Hold

Books
Checked
In

Ready to
Shelve

Services

Curbside Holds Pick up





Phased Reopening

Stage	Criteria- Government Announcement	Services
Phase 0 Current	Stay at Home Order in Effect (End May 28 for NOVA, Executive Order 62)	<ul style="list-style-type: none"> • Reference and referral via telephone and email • Expanded eBook and eAudiobook Collections • Expanded access to existing and new databases remotely • Extended loan periods • Remote Technical Assistance • Virtual programming • Community Resources links on webpage • Book drops remain open
Phase 1	End date given for Stay at Home Order (Safer at Home) Executive Order 55 announced thru June 10 Staff only in the buildings	<ul style="list-style-type: none"> • All of the above • Staff returns to buildings to prepare holds and physical distancing, tentatively on <u>June 1</u>. • Curbside holds pick-up for backlog of holds begins, tentatively on <u>June 15</u>. • Online only payment of fines and fees for existing bills. • Amnesty Period is announced.
Phase 2	Physical Distancing, Groups <10 Still Staff only in the buildings	<ul style="list-style-type: none"> • All of the above. • Begin accepting New Holds reservations. • Staff assisted material selection (SAMS) by telephone and email begins. • Start Curbside service for new holds. • Amnesty period begins.
Phase 3	Physical Distancing, Groups <50 Limited Public to 25% Library Capacity	<ul style="list-style-type: none"> • All of the above. • Library reopens to the public on a reduced, staggered schedule. • Customers return at 25% building capacity, metered access and physical distancing. Staff included in the 25% capacity. Customers encouraged to wear masks. • Curbside and Staff assisted material selection (SAMS) hours reduced. • Restore homebound delivery. • Borrowing Interlibrary Loans resumes. • Computer usage, proctoring, notary by appointment and held walk-ups slots. • Tax forms available for pickup. • Extended due dates end two weeks after reopen to the public. • Amnesty ends during this phase.



Phased Reopening

Stage	Criteria- Government Announcement	Services
Phase 4	Groups <100 Limited Public to 50% Library Capacity	<ul style="list-style-type: none">• All of the above.• Customers and staff increase to 50% building capacity with metered access and physical distancing.• Curbside and SAMS hours further reduced and reserved for continued vulnerable populations.• Passports services resume by appointment only, with State Department authorization.• Resume accepting book donations.• Volunteers may return on limited basis.
Phase 5	Return to "New Normal", groups >250	<ul style="list-style-type: none">• Library may return to full capacity.• In-branch programming resumes.• Meeting rooms reopen.• Cash handling resumes.• Outreach visits resume.• Curbside and SAMS hours may end.• Full complement of volunteers returns.• Book sales resume.