



9 Church Street  
Bloomfield, NY 14469  
585-657-6264  
[www.bloomfieldpubliclibrary.org](http://www.bloomfieldpubliclibrary.org)

## Reopening Outline

### Step One: Bring Staff Back to Libraries

**Timeline: June 18, 2020 to July 6, 2020**

Depending on how NY Pause is rolled back, libraries should expect that preparing to resume services/limited services will take at least 2 weeks. This includes cleaning the building, ensuring an appropriate stock of PPE and supplies, implementing and practicing new procedures, clearing the backlog of to-be-processed items, and clearing the backlog of to-be-shelved items.

#### Staff Scheduling

- Consider the continuance of working from home for some duties and vulnerable staff
- Have only enough staff in the building to run necessary operations
- Continue to conduct meetings virtually

#### Staff Training

- Train staff on proper PPE use
- Train staff on new cleaning and disinfecting of library facilities
- Train staff on processes for cleaning, disinfecting, and quarantining library materials
- Train staff on new Health Screening Procedures
- Train staff on Contact Tracing Procedures
- Test new procedures and update workflow as needed

#### Services

- Continue/start virtual programming
- Continue phone reference services
- Explore/draft procedures for contactless pickup options and/or other modified services
- Plan and put together take home activity kits and virtual Summer Reading programs

#### Supplies

- Begin ordering materials and library supplies
- Reopen Book Drops

#### Facilities

- Rearrange/remove furniture to comply with current physical distancing guidelines

The mission of the Bloomfield Public Library is to educate and enrich the community by providing resources and opportunities for gathering, learning, connecting, innovating, and accessing information.



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- Maintain cleaning logs on site that document date, time, and scope of cleaning
- Place 6' distance markers on the floor at service points/circulation desk

#### Renovation

- Replace furniture and shelving
- Return library materials to the appropriate shelves
- Shelf read all library sections, so items can be located as staff pull for curbside pickup hold requests

## Step Two: Modified Services to the Public

**Estimated Timeline: July 6, 2020 to July 31, 2020**

There will still be a risk of infection, and libraries should consider implementing services only if they have an adequate stock of PPE and stay-at-home orders have been lifted/rolled back. Face coverings/masks should be worn by staff and community members in accordance with all Executive Orders and OSHA guidelines. Contact points should be reduced as much as possible.

#### Staff Scheduling

- Continue working from home for some duties and vulnerable staff
- Have only enough staff in the building at a time to run necessary operations
- Continue to conduct meetings virtually
- Continue Health Screening procedures
- Continue Contact tracing procedures

#### Library Hours

- Implement scaled back Hours of Operation to allow staff to continue some duties from home. Reduction of approximately 9 hours per week with new open to the public hours:

Monday      2pm      -   8pm

Tuesday     10am     -   4pm

Wednesday  2pm       -   8pm

Thursday    10am     -   4pm

Friday       2pm       -   6pm

Saturday    10am     -   2pm

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- Implement special hours for vulnerable populations

### Services

- Implement contactless pickup options and/or other modified services
  - Curbside Pickup
    - Limit of 7 items per patron can be placed on hold in Evergreen
    - Possible limit on number of items out at a time
    - Extended due dates/ Possible fine amnesty on new checkouts
    - Continue with virtual programming
  - Implement modified Summer Reading plans
    - 100% remote programming
    - Develop and deploy consumable take-home activities
- Plan and implement patrons entrance into library with a limited number of patrons at one time for select services including:
  - one-on-one appointments for technology and reference services
  - In-library computer and fax/copy/scan services usage by appointment

### Facilities

- Limit or restrict access to certain parts of the building that encourage gathering (ex: meeting rooms, large tables/carrels, teen gaming and child play areas)
- Route patrons in through the main entrance, but have them exit through the Community Room to better control the flow of traffic
- Continue to maintain cleaning logs on site that document date, time, and scope of cleaning

## Step Three: Gradual Increase of Services to the Public

**Timeline: August 1, 2020 - December 31, 2020**

PPE or limited PPE is still recommended for library staff during this phase. Even with full services, libraries should consider operating with a reduced maximum occupancy. Libraries should be prepared for a second wave of COVID-19 in the fall/winter. This includes a plan for scaling back services and/or reclosing and a return to work-from-home plan for some or all staff.

### Staff Scheduling

- Most/all staff returns to work
- Continue to conduct meetings virtually

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- Continue Health Screen procedures
- Continue Contact Tracing procedures

#### Library Hours

- Consider restoring Hours of Operation in accordance with New York Libraries Minimum Standards

#### Services

- Reintroduce in-person programs with registration caps
- Reinstate routine in-person reference
- Outreach delivery should resume only on a facility-by-facility basis following Executive Orders specific to Nursing Homes

#### Facilities

- Reopen parts of the building/entrance ways that had limited/no access during Step 2
- Leave 6' distance markers on the floor at service points/circulation desk
- Continue with new cleaning and disinfecting procedures for common areas and materials

## SYSTEM SERVICES

The reinstatement of system services including Holds and Delivery will resume at the same time for all libraries independent of when individual libraries reopen. The decision to resume these services will be made by the Executive Director, Business & Personnel Manager, Automation Services Librarian, and Library Technical Services Specialist adhering to all Governor Executive Orders and OSHA guidelines. The health and safety of system staff, member libraries staff, and library communities will remain a top priority. Please reference the Pioneer Library System Reopening Plan.

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