

Portage Lake District Library Phase 3 Plan & Policy: Initial Opening to Public

Phase 3 of the library's reopening plan allows for limited use of the library building to the public. This policy outlines the limited services plan for phase three as well as our new pandemic patron code of conduct. These measures will help us ensure the safety of staff and public patrons, while also following State, local and federal guidelines and executive orders related to the COVID19 pandemic.

The Portage Lake District Library is scheduled to begin phase 3 on Monday, June 29.

For information related to personal protective equipment requirements for employees and workplace cleaning and disinfecting practices, please refer to our Workplace Prevention, Preparedness and Response Plan.

Hours of Service

Open hours at the Library are subject to change dependent on patron use patterns. When phase 3 begins on Monday, June 29, we will be following our regular hours of operation:

Monday - Thursday	10AM - 8PM
Friday	10AM - 5PM
Saturday	10AM - 3PM

Patrons will be limited to spending 30 minutes in the library per visit. This ensures that everyone has an opportunity to visit the library while following the laws and guidelines that allow us to reopen to the public.

Limited Services

The purpose of our phase 3 reopening is to allow patrons back in the building for grab-and-go services. The Governor's office mandates that individuals maintain a 6" foot distance in places of public accommodation whenever possible. With these restrictions in place, we are only able to offer limited services in-person. These services include:

- Browsing library shelves for material
- Checking out library material
- Accessing public computers
- Printing, faxing and copying
- Picking up Summer Reading Program supplies and prizes

Occupancy Capacity

The total occupancy capacity at PLDL, including staff, is 163. The Michigan Department of Health and Human Services (MDHHS) ordered on October 9 that the occupancy capacity of

libraries may not exceed 50% of the total occupancy limit. Considering that portions of our building will remain closed to the public, such as our Community Room and the Michigan Room, the total number of individuals allowed in the library at a time will be restricted to 50, or 40% of our total capacity.

Pandemic Patron Code of Conduct

The COVID-19 pandemic has changed how the Portage Lake District Library will conduct business for the foreseeable future. In addition, it has changed how public spaces will be used and how business can be conducted.

The Portage Lake District Library Board of Trustees has passed the Pandemic Code of Conduct to supplement and work in conjunction with the library's Patron Behavior Policy. The supplemental Code will be in effect once the library reopens to the public and will remain in effect until the Board, under the guidance of local officials, health officials, MDHHS and the Governor, deems it safe to relax these codes. These patron guidelines are derived from information from the Center of Disease Control, OSHA-COVID-19, Western Upper Peninsula Health Department, and the Governor's office. Our primary concern, at all times, is to keep library patrons and staff as safe as possible.

The Pandemic Patron Code of Conduct states:

- Patrons are required to wear a face mask or face covering while in the library. This includes children aged five years and older per guidelines from the American Association of Pediatrics
- Due to a large increase in COVID19 positive cases in Houghton County (as of October 28, 2020), Patrons unable to medically tolerate wearing a mask will be offered accommodations when possible, such as curbside services, assistance by phone or email, or other digital services remotely.
- Patrons must physically distance themselves, at least six feet, from other patrons and staff while in the library and on library property
- A limited number of patrons are allowed in the building at one time
- Library users will be allowed in the library a maximum of 30 minutes per visit
- Public computer use will also be limited to a maximum of 30 minutes per visit
- The large Community/Meeting Room will be closed to patrons
- The Michigan Room will be closed to patrons
- Some book stacks may be closed to patrons—staff will retrieve available items for patrons
- The drinking fountain will be closed
- Furniture cannot be moved. Furniture needs to remain where it is placed to maintain physical distancing of six feet

Amended by the Portage Lake District Library Board of Trustees on October 28, 2020