

Response	Stage 1: Virtual Only - Uncontrolled Growth/ Persistent Spread	Stage 2: No Direct Public Contact -Flattening	Stage 3: Minimal Public Contact - Improving	Stage 4: Expanded Service Containing	Stage 5: Full Service - Post-Pandemic	NOTES
Guidelines:						
Stay at home order	X	X				
Social distancing - 6ft.	X	X	X	X for unvaccinated people		
Face masks in public	all in common areas	all in comon areas	staff and public	X for unvaccinated people	no requirement	As of MDHHS 2/17/22
Temperature check	staff only	X	X	X		
COVID-19 testing						
Capacity limits			Dependant upon EO	Dependent on EO		
People allowed in building:						
Library staff	minimal, as authorized	minimal, as authorized	curbside	full staff	x	
Friends and RHGS			by appointment in staff areas	by appointment in staff areas	by appointment in staff areas	
Volunteers				limited	by appointment in staff areas	
City employees/Building Main.	minimal, as authorized	minimal, as authorized	minimal, as authorized	x	x	
Service personnel/vendors	minimal, as authorized	minimal, as authorized	as authorized	as authorized	x	
Public			possible capacity limits	x 30% of capacity	x	
Trustees		by appointment	x	x	x	
Supplies/equipment needed:						
Disinfectant soap	x	X	x	x	x	
Hand sanitizer	x	X	x	x	x	
Disposable gloves	x	x	x	x		
Face masks	x	x	x	x	x	
Disposable keyboard covers	clean after use	x	for staff who share computers	for staff who share computers		
Disposable mice covers	clean after use	clean after use	clean after use	clean daily		
Disinfectant wipes	x	x	x	x		
Shields		x	x	x	x	Shields will remain for a while.
Staff shared spaces:						
Workrooms	social distancing	social distancing	social distancing	social distancing	social distancing if unvaccinated	
Offices - shared		stagger staff, add shields	stagger staff, add shields	stagger staff, add shields	social distancing if unvaccinated	
Cubicles						
Workstation/computers		stagger staff, add shields	stagger staff, add shields	stagger staff, add shields	social distancing if unvaccinated	
Lounges		social distancing	social distancing	social distancing	social distancing if unvaccinated	staff may eat in conference room or Erin
Public access to spaces:						
Adult book stacks			x	x	x	
General Audiovisual			x	x	x	
Teen book stacks			x	x	x	
Youth stacks			x	x	x	
2 study rooms				x	x	

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Michigan History Room			x	x	reduced capacity	capacity limit
Erin Meeting Room				X	reduced capacity	
6 public restrooms					x	
Comfortable seating areas					x	
Study tables			limit chairs for social distancing	limit chairs	x	
Adult computer area			limit by social distancing	limit by social distancing	x	
Teen computer areas			limit by social distancing	limit by social distancing	x	
Youth computer area			limit by social distancing	limit by social distancing	x	
Staff conference room					reduced capacity	
Archives office					reduced capacity	
Services offered:						
Hours of service		based on phone reference and curbside	normal	normal	normal	
Library cards/issues	virtually	virtually	virtually	virtually	X	
Reference/readers advisory	virtually	virtually	phone, voicemail, email, service desks with social distancing and sneeze guards	phone, voicemail, email, service desks with social distancing and sneeze guards	phone, voicemail, email, in-person at service desks	
Technology assistance			via phone, voicemail, email, service desks with social distancing and sneeze guards	phone, voicemail, email, service desks with social distancing and sneeze guards	phone, voicemail, email, service desks with social distancing and sneeze guards	Try to continue to offer remote assistance as often as possible.
Outreach - MbyM		x	x	x	x	
Used book sales				x	x	
Friends used book sales					x	
Public computers			reduce # - appt, only	reduce #	x	clean daily
WiFi	x	x	x	x	x	
Printing			x	x	x	
Photocopying			limited	close photocopier to left of fax machine	x	
Faxing			limited - social distancing	X	x	
Scanning			x	x	x	
Online Catalogs	App available	App available	Reduce #	Reduce #	x	
Toys/Games					x	
Payment acceptance	Online payment	Online payment	X	X	x	
Curbside Pickup		X - no contact	X - no contact			
Materials:					x	
Acquisitions (order/delivery)	Place in cart only	Order	x	x	x	
Weeding		x	x	x	x	
Returns	X shelving	x	x	x	x	
Quarantine	72 hours	72 hours	72 hours	24 hours		
Clean/disinfect						If visible soiling
Due dates	Extended with each EO	Extended with each EO	Normal	Normal	Normal	
Holds	Holds list frozen, may place new holds	x	x	x	x	
Fines	Waive liberally by report on a case by case basis	Waive liberally by report on a case by case basis	x	x	x	
Shelving/shelf reading	X shelving	x	x	x	x	

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Magazines/newspapers	Check in/discard	x	x	x	x	
MeLCat Loans	Freeze per MCLS	x	x	x	x	
U.S. Mail	via Purchasing	x	x	x	x	
Package delivery	stop most vendors, via Police	via Police	x	x	x	
Donations				x limited	x	
Programs:						
Type (virtual vs. in-person)						
Summer Reading			Virtual	Virtual and paper?	Virtual, in-person and paper	
Book Discussion	Virtual	Virtual	Virtual	Virtual	hybrid	
Story Time	Virtual	Virtual	Virtual	Virtual	in-person	
Other Programs	Virtual	Virtual	Virtual	Virtual	virtual and in-person	
Communications:						
Staff	Email, text, Zoom					
Public	MailChimp, online, City, RCS, newsletter, social media, automated phone attendant, signage, website	MailChimp, online, City, RCS, newsletter, social media, automated phone attendant, signage, website	MailChimp, online, City, RCS, newsletter, social media, automated phone attendant, signage, website	MailChimp, online, City, RCS, newsletter, social media, automated phone attendant, signage, website	MailChimp, online, City, RCS, newsletter, social media, automated phone attendant, signage, website	
Trustees	Email, Zoom	Email, Zoom	Email, Zoom	Email, Zoom	Email, in-person	
Friends	Email, Zoom	Email, Zoom	Email, Zoom	Email, Zoom	Email, in-person	
RHGS/Programmers	Email	Email	Email	Email	Email, in-person	
City Manager	Email, Zoom	Email, Zoom	Email, Zoom	Email, Zoom	Email, in-person	
Cleaning:						
Staff areas	X	X	X	X	x	completed primarily by cleaning company
Public areas		X	X	X	x	completed by cleaning company
Computers: monitors, keyboards, mice and machines		staff	staff	staff	staff area only	
Telephones		staff	staff	staff	staff area only	
Staffing:						
Method of working	at home, minimal supervisory staff to complete critical tasks	at home, minimal supervisory staff to complete critical tasks	stagger staff working at library and at home to accomplish social distancing	in-library	in-library	
Work schedule	flexible but must complete assigned tasks	flexible but must complete assigned task - come in as needed	regular schedule/regular hours	regular schedule/regular hours	regular schedule/regular hours	
Productivity expectations/evidence	complete assigned tasks and check in regularly	complete assigned tasks and check in regularly	complete assigned tasks and check in regularly	normal expectations	normal expectations	
Compensation	full compensation for all staff for normal hours	full compensation for all staff for normal hours	full compensation for all staff for normal hours	full compensation for all staff for normal hours	full compensation for all staff for normal hours	