

SDL INTITAL REOPENING PLANS

3 June 2020

With Governor Whitmer allowing libraries to open beginning Monday, Jun 8th, we have adapted our reopening plans. As discussed during our last board meeting, we will be using a phased reopening so that the library can set some staff/patron safety procedures in place.

At this time our reopening plan only goes thru Saturday, July 4th, but we will be reviewing the plan daily and keep you the board, our staff, and our patrons updated. I know how much our patrons want us to be open and allow them to come in and use our services, but I need to consider the safety of both my staff and our patrons.

Below is what I am proposing beginning Jun 8th and running thru Jul 4th:

Jun 8-12: FT Staff in. Monday from 9-12 Joe will come in and clean up and down, restrooms, empty trash, etc. FT Staff will come in from 1-5 to talk about reopening. FT Staff will stagger their times, for the remainder of the week (i.e. either 8-12 or 1-5) they are here so there is only 1 FT per floor. You can work out the times between yourselves.

Jun 15- Jul 2: Library will be staffed Mon-Fri 9-5, Sat 9-2, all FT staff will report their normal work day (i.e. Margaret and Natalie- Tues thru Sat) for the full day. We will be offering curbside service, during this time, and will be bringing in 1 PT staff member for curbside. We will offer curbside as follows: Mon, Wed, Fri from 1-4:30 pm and Tu, Th, Sa 10-12pm. As there are 3 PT staff and 6 days of Curbside, each PT staff will work 2 days. Both branches will be closed Fri and Sat, Jul 3rd and 4th.

Also, we have not yet determined when Pages will be recalled to work, although we are considering 1 Page per day of curbside service beginning the second week.

As Durand differs from Owosso in staffing (FT vs PT), I've asked Nancy to review the above and adapt it for Durand's use while keeping me in the loop as to her staffing changes.

Also, as we need a reopening plan approved by the board, I will be looking at a special board meeting soon to at least adopt the above plan as we work on the long term reopening plans.