Iowa Governor Kim Reynolds has allowed numerous Iowa businesses to reopen to the public. Library staff are not considered essential employees, therefore, the Marcus Public Library will remain closed to the public and continue to offer Contactless-Pickups, e-books, e-audio, and online resources at this time. When we do reopen, we will use a phased reopening plan as follows.

**Marcus Public Library COVID-19 Phased Re-Opening Plan**

*(This Plan is subject to change as circumstances dictate due to the fluid nature of the*

*Covid-19 pandemic.)*

Due to COVID-19, the Marcus Public Library will remain closed to the public and continue to offer item pickup services, e-books/e-audio, and wi-fi at this time. We will use a phased approach of modified operations in order to balance safety and services for our limited staff and patrons. There is no set timeline. It depends largely on several conditions, such as a steady and reliable supply chain for PPE products such as hand sanitizer, masks and disinfecting wipes, and COVID-19 activity in Cherokee county and the surrounding area. The library will move through the phases of reopening at a timeline appropriate for our community with an emphasis on health and safety. And as always, changes may need to be made as circumstances fluctuate and more is learned about the pandemic.

**Red Phase (current phase):** The library is closed to the public. The library director may come into the building on a limited basis, but most work is being done remotely. Patrons may call/email the library to request materials for pickup, and phone messages and emails will be checked several times a week when possible. Due dates for items out are automatically extended. Overdrive/Bridges e-books and e-audio are available, as are online resources. Patrons wishing to have items copied or printed are encouraged to email their files and arrange a contact-less pickup time. All library programs are cancelled unless offered online. The library wi-fi is available during the day and can be accessed from the parking area.

**Yellow Phase** **(“Grab & Go”):** The library is open to the public but restrictions are in place. Library browsing/usage is available via appointment and limited to 30 minutes per day to ensure the maximum number of patrons can be served while still adhering to social distancing and sanitization guidelines. The number of people in the building at any one time will be limited due to our small space. Children under 15 years of age need to have an adult with them. Public restrooms are closed. Public access computers are closed, but patrons may use a personal device in the library. Some sections of the collection such as DVDs, audiobooks, and local history may be restricted to staff contact only to diminish the risk of virus transfer by multiple patron touches. Furniture will be blocked off or removed. Children’s toys and furniture will be removed. Patrons over the age of 2 are asked to wear a mask or face covering. Those unable to wear a mask are encouraged to use contact-less pickup services. The book drop is open but returned items will be quarantined for several days before being checked-in, wiped and shelved. Magazines are available for checkout, but not in-house usage to allow for quarantine time upon check-in. Special hours may be set aside for the most vulnerable and at-risk populations. Hours and patron time limits may vary according to staff availability, cleaning and sanitization time, and patron usage but will be posted. Staff will conduct regular sweeps to wipe down counters, door handles, faucets, computer keyboards, mice, and other frequently-touched areas. Hand sanitizer will be available to patrons at access points. Contact-less pickups are still available and encouraged. Wi-fi, e-books/e-audio, and online resources continue to be available. Reference and interlibrary loan services are restored. Programming is suspended unless offered online.

**Green:** The library is open. Some services are modified to respect hygiene and social distancing. Public access computers are available by appointment and with a daily time limit, and wipes are available for patrons to wipe down workstations before use. Assistance with computers will be limited to what staff can verbally explain to users, as sharing computing surfaces and space cannot be accomplished within the limits imposed by social distancing. We cannot have staff leaning over or in front of patrons or using their mouse or keyboard for them. Staff will conduct regular sweeps to wipe down counters, door handles, faucets, computer keyboards, mice, and other frequently-touched areas. Furniture will be reintroduced but may still be limited, and toys/games/art supplies will be evaluated on a case-by-case basis. Public restrooms are open. Certain in-library programming and activities may be reintroduced as recommendations and circumstances permit, or may be modified or eliminated. Other measures such as masks and barriers may be relaxed if circumstances permit.

Phases may not be linear. For example, we may need to go from Red Phase to Yellow and then back to Red if an area outbreak occurs. There is no set timetable for reopening fully. During all phases, library staff will employ best practices developed over the COVID-19 crisis including social distancing, enhanced cleaning and disinfecting, and posting signage reminders to wash hands and practice social distancing. The library looks forward to fully serving the City of Marcus and rural Cherokee county again. This plan covers a variety of levels of service based on anticipated changes to the regulatory environment, but may be subject to change due to unpredictable circumstances. We are eager for the day it is safe to lift all remaining restrictions and resume normal library services.