**Protocol for re-opening 2020--Phase 1:**

**Beginning June 1 until further notice**

1. Capacity/number of patrons at a time
   1. **10 patrons at one time** in addition to staff
   2. **Limit of 30 minutes per day/per person for browsing, reading and check out**
   3. **Children under age 14 must be accompanied by an adult/parent/guardian**
   4. Floor directional and **lines 6 ft apart** to accommodate patrons **inside**
   5. **Folding chairs** **6 ft apart** for patrons waiting for their time **outside**
2. Health and safety measure
   1. **Hand sanitizer station at the door**
   2. **Masks to be worn by patrons and staff**
   3. **Enhanced sanitizing efforts through the building and continually** throughout the day; with Wednesday being open evening hours only as to accommodate 1 full sanitizing day
   4. Weather permitting doors to outside will be propped as to have less contact with door handles
3. Limited hours of open and in-person library use
   1. **Limit hours M, T, TH, F = 10 am to 3 pm; Wednesday 3 pm-7pm**
   2. **no Saturdays at this time** to avoid extra usage of restrooms by farmer’s market patrons and community members out and about walking
   3. Continue **curbside pickup and heavily encourage**
   4. Weather permitting doors to outside will be propped as to have less contact with door handles
   5. **Limit of 30 minutes per day/per person for browsing, reading and check out**
4. Technology stations
   1. **Only computer stations 1 and 3 open for use for social distancing**; with 2 browsing station computers accessible for internet as well as needed
   2. **Limit of 30 minutes per day/per person**
   3. To be used only for professional, educational, necessary work only, **NO GAMING**
5. Materials handling
   1. **Quarantine** returned or courier items, books and materials **48 hours PLUS sanitizing**
   2. Between patrons: quarantine and sanitize before shelving
   3. **Continue with enhanced sanitizing efforts through the building and continually throughout the day**
   4. Indoor receptacle for book and material returns
6. Circulation desk safety
   1. **Self-checkout** with staff member at computer keyboard for assistance; We can turn our barcode readers and slip printer around