

From Plexiglass to Physical Distancing: Library Spaces in 2021

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Brown County Library



From Plexiglass to Physical Distancing: Library Spaces in 2021

Agenda

- Brown County Library-Our Story
- Planning, Document Creation, Training
- Measures Taken
- Going Forward
- Questions



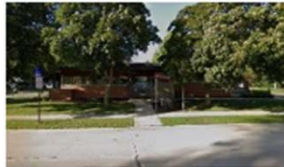
Weyers-Hilliard-Howard

23,400 sq. ft.



Southwest-Green Bay

4,710 sq. ft.



Ashwaubenon

8,000 sq. ft.



Pulaski

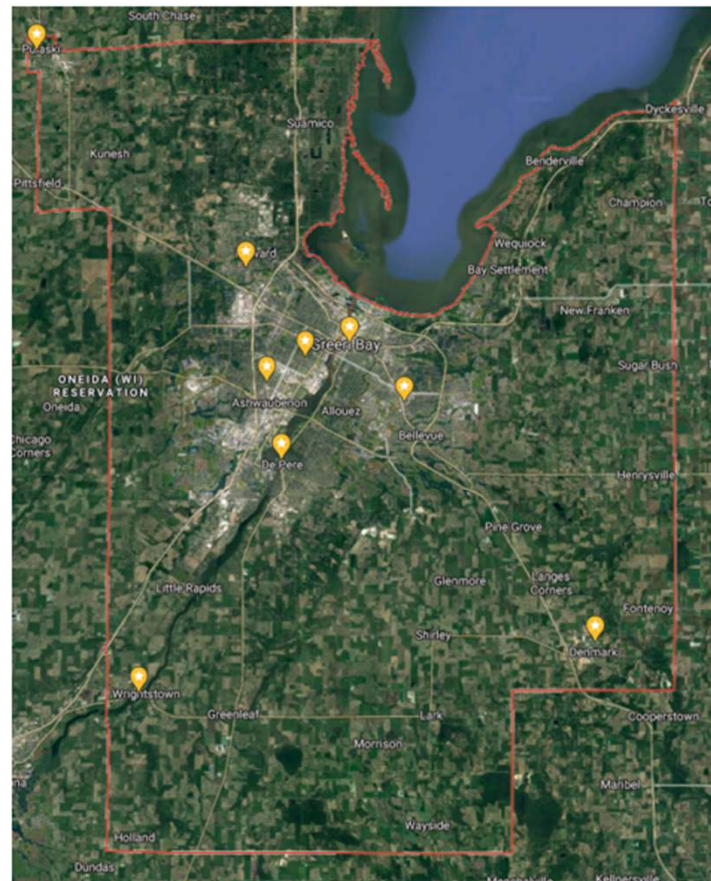
3,600 sq. ft.



Brown County Library

Central

Green Bay
92,990 sq. ft.



Kress-De Pere

20,350 sq. ft.



East-Green Bay

6000 sq. ft.



Wrightstown

3,115 sq. ft.

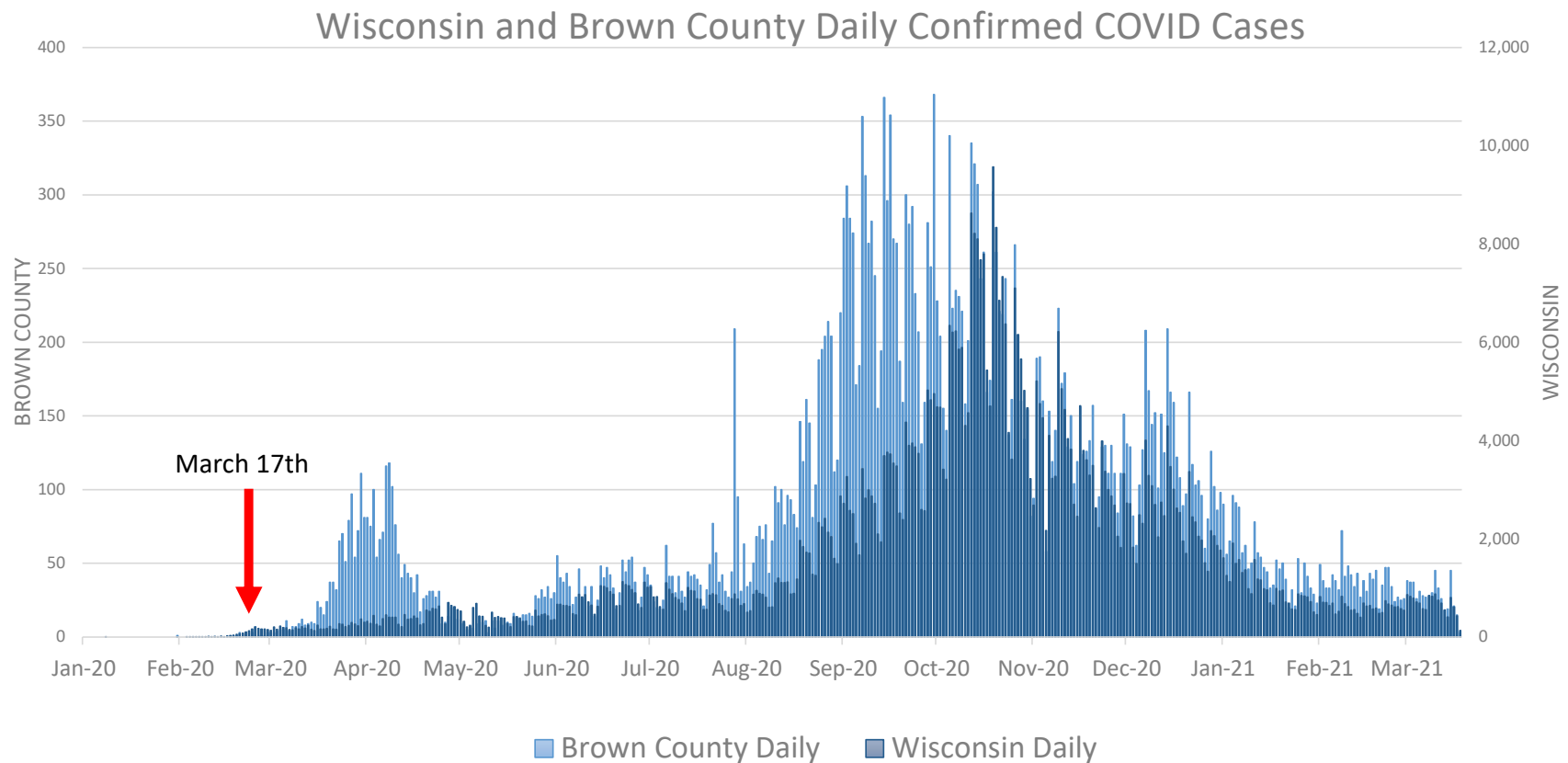


Denmark

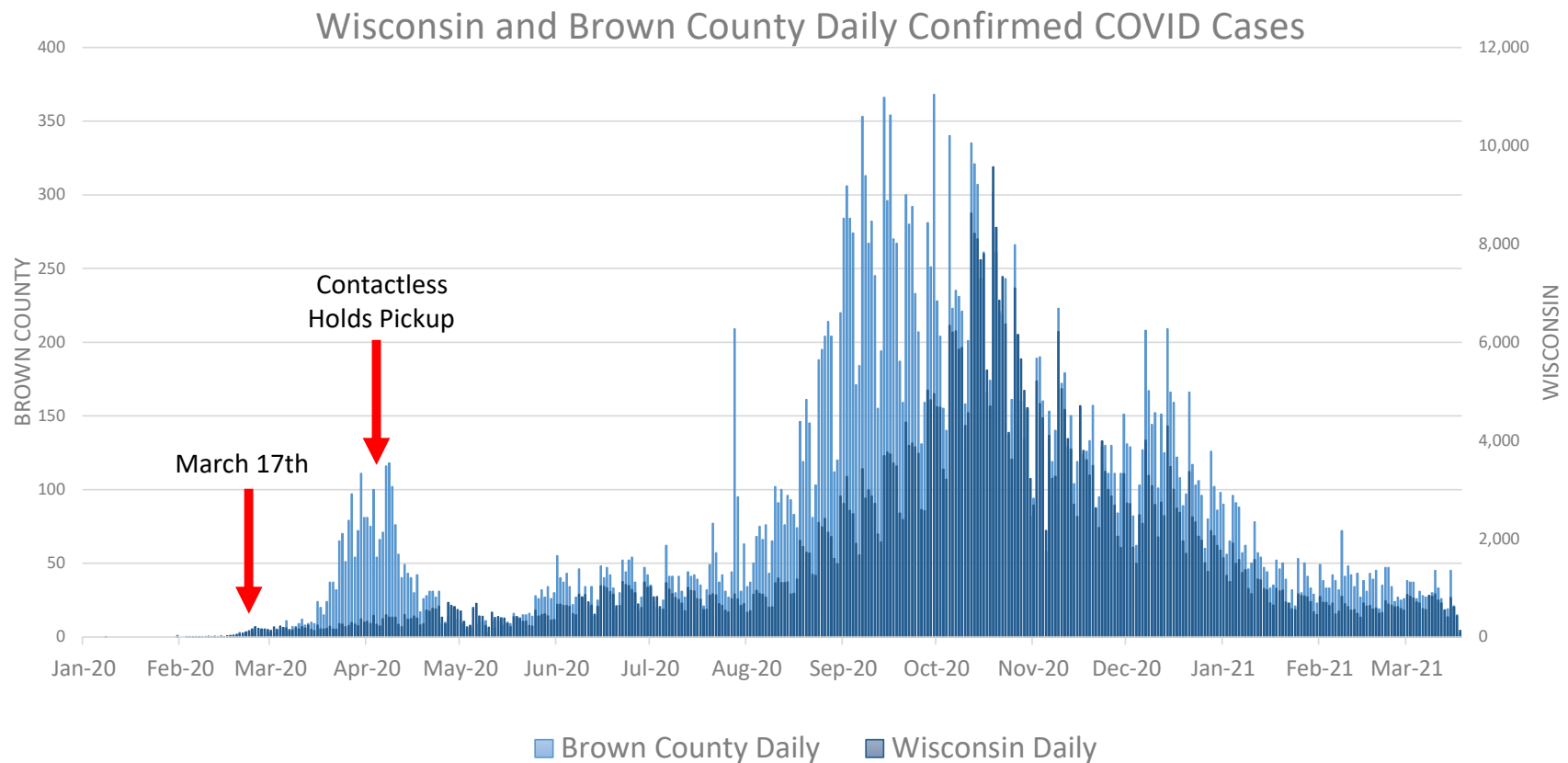
5000 sq. ft.



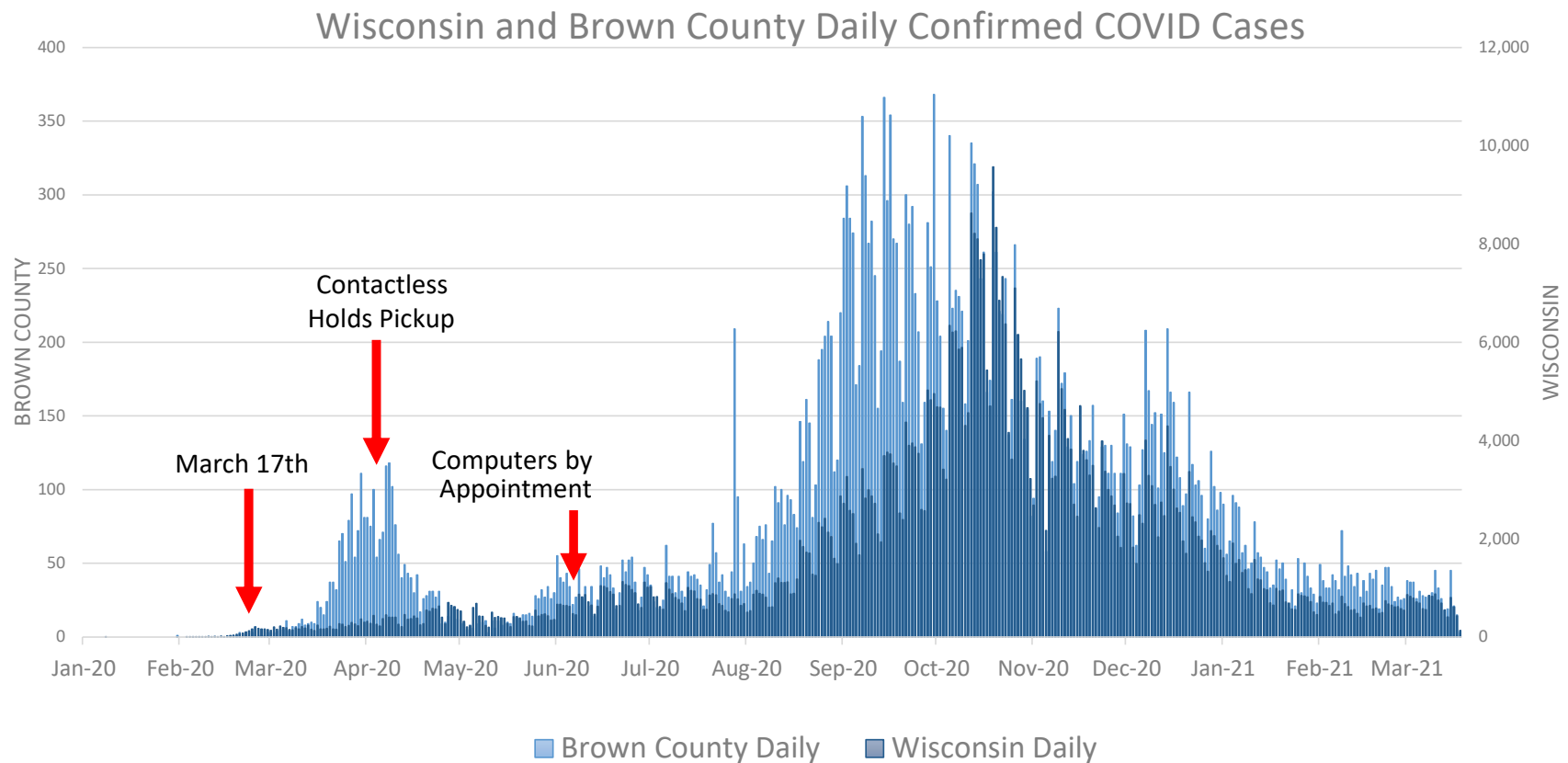
Our Story of Continued Service to the Public



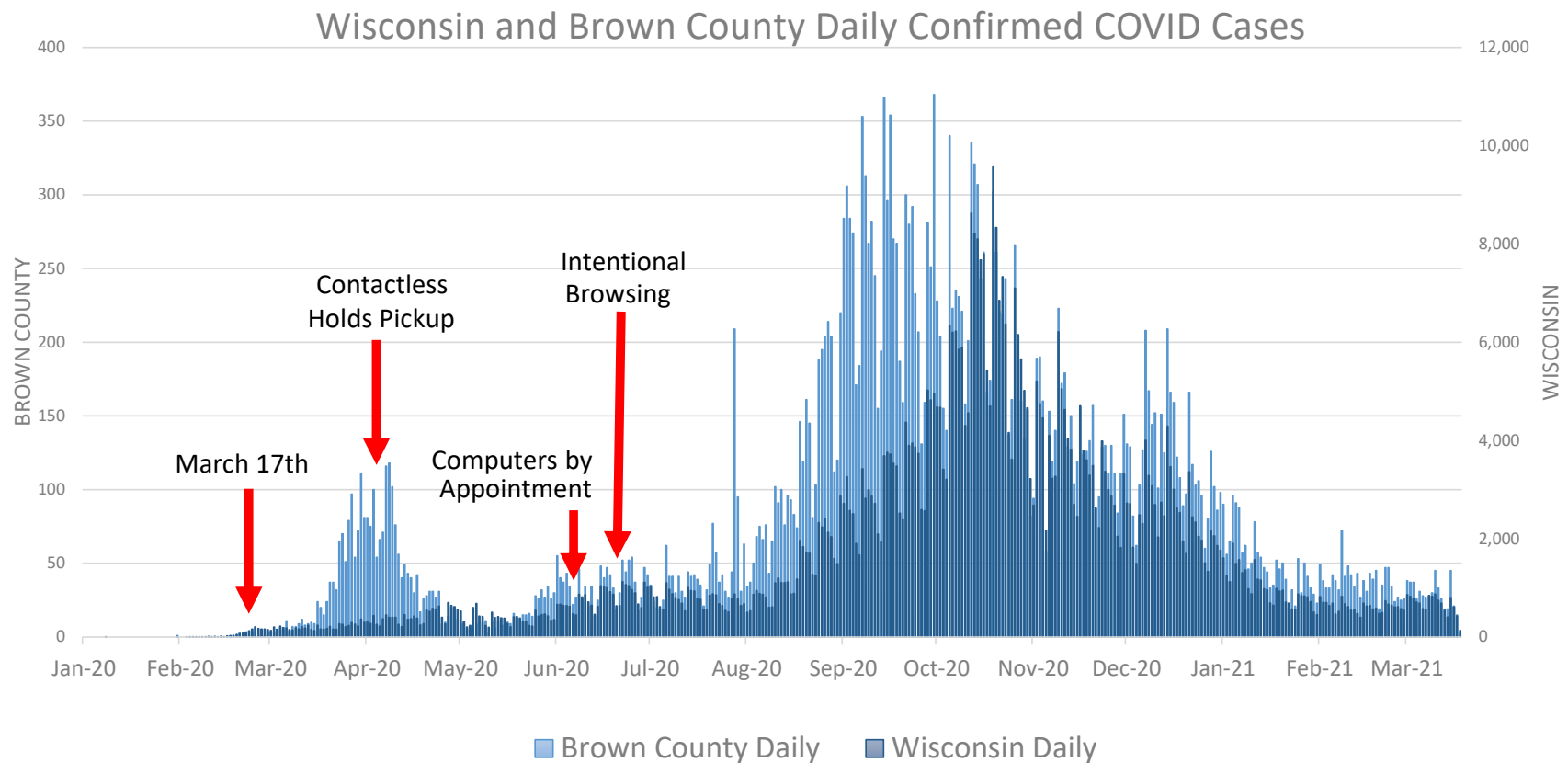
Our Story of Continued Service to the Public



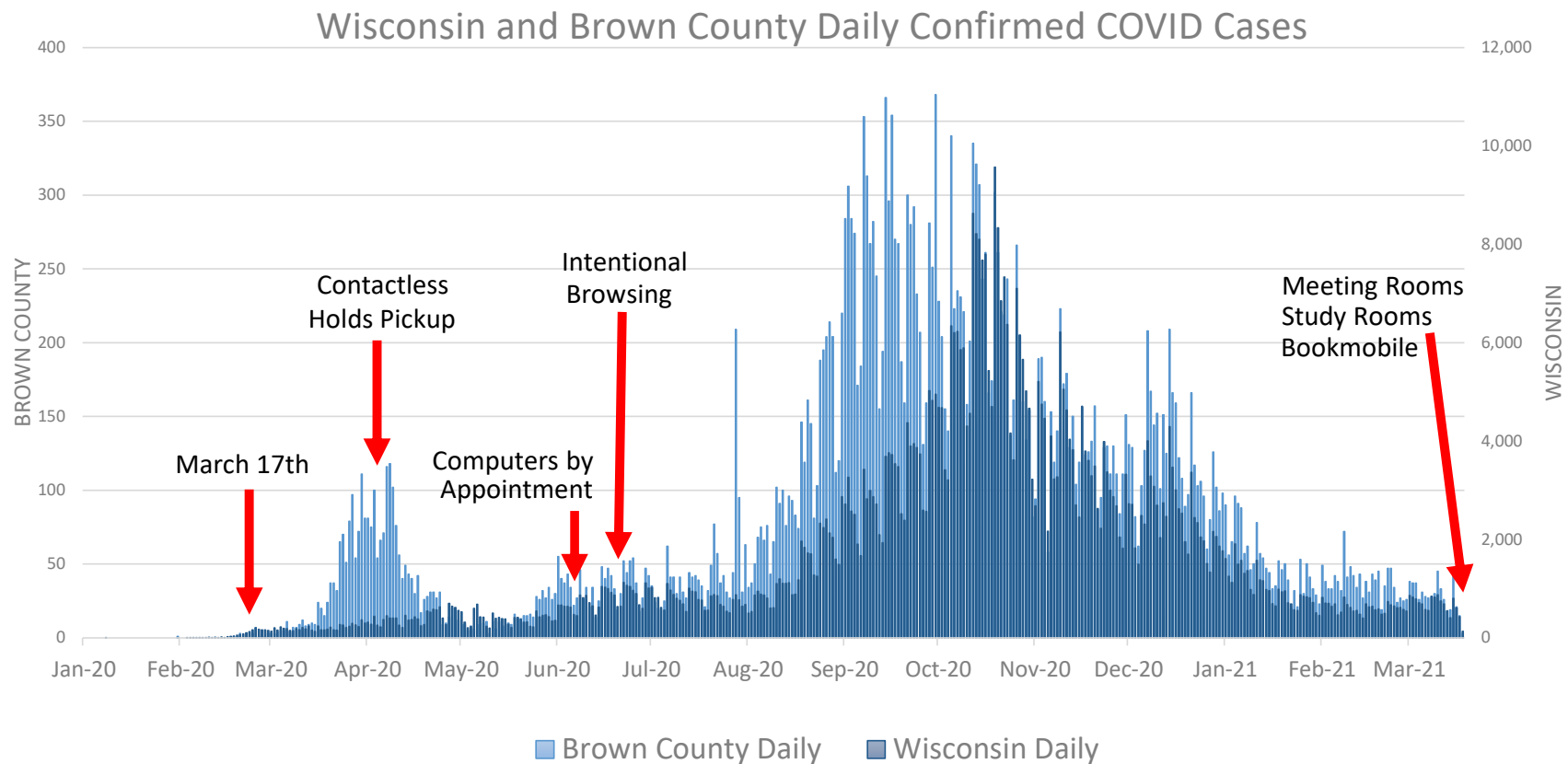
Our Story of Continued Service to the Public



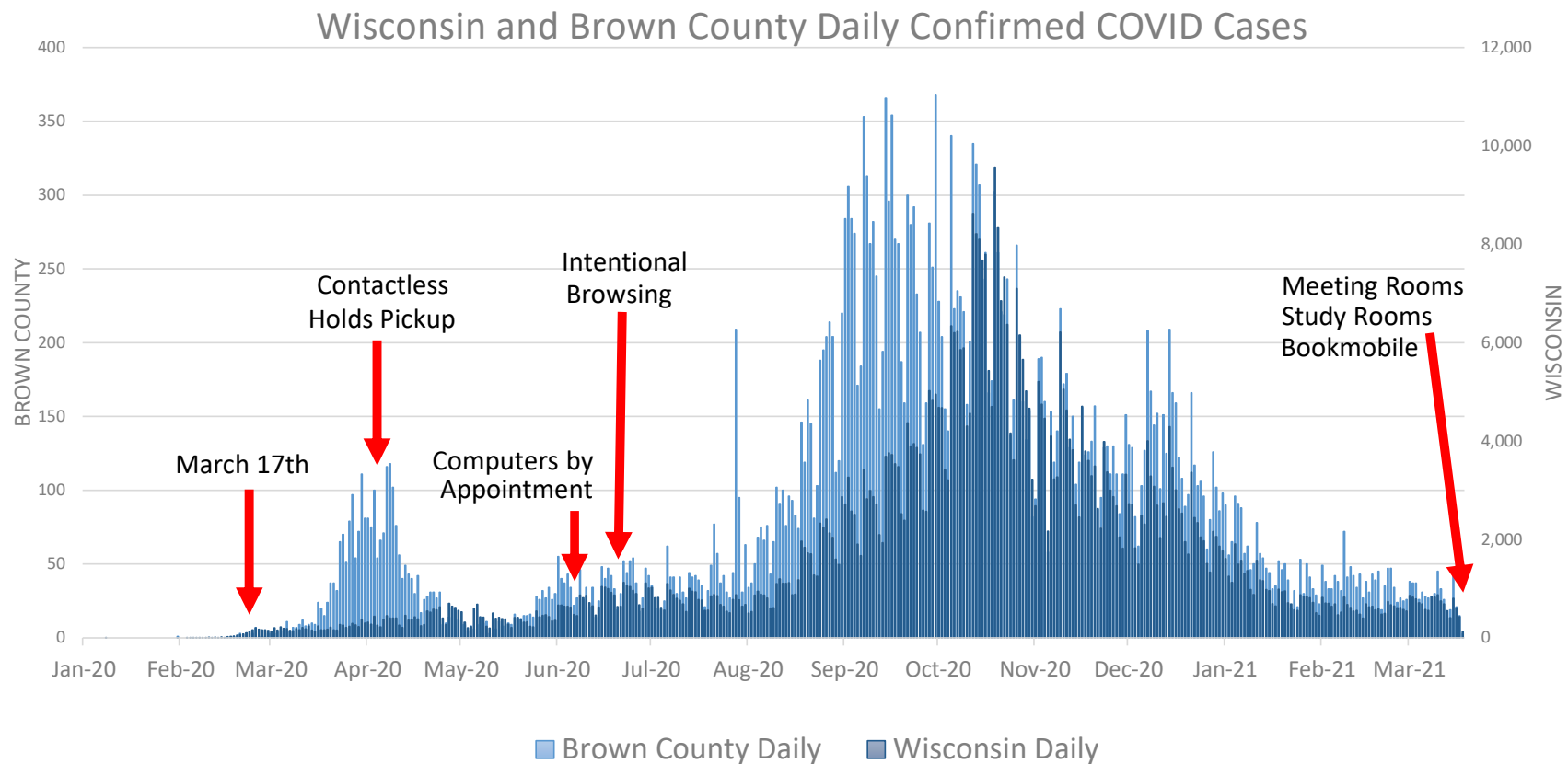
Our Story of Continued Service to the Public



Our Story of Continued Service to the Public



No Known Outbreaks or Transmissions!!!



Planning, Document Creation, Training

- BCL Reopening Chapters
- BCL Staff Safety Guidelines
- Disinfecting Procedures

Brown County Library Disinfectants, Uses & Dwell Times

• Rejuvenate Disinfectant Wipes

- Uses: Workstations, some electronics, touch points
- Eye/Face/Skin protection is not required if product is used as directed
- Dwell time: 1 minute



• Rejuvenate One-Step Disinfectant Spray-Dilution 1:64

- Uses: Public computers, workstations, some electronics, touch points
- Eye/Face/Skin protection is not required if product is used as directed
- Dwell time: 5 minutes



• Neutral Germicidal Cleaner and Simple Green d Pro 5

- Uses: Mopping hard floors, mixing buckets for saturating towels for large jobs
- Wear protective eyewear and nitrile gloves
- Dwell time: 10 minutes



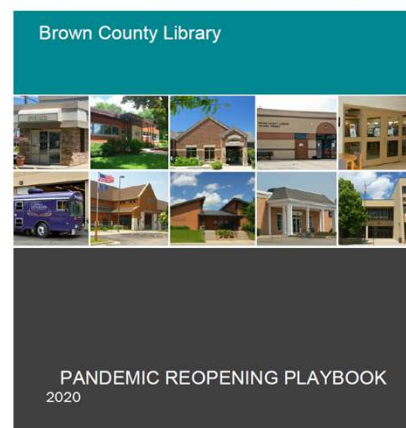
• Discede Ultra Disinfecting Spray

- Uses: High touch points
- Wear protective eyewear and nitrile gloves
- Dwell time: 30 seconds



BCL Staff Safety Guidelines for COVID-19

Elements of Reopening	PROLOGUE: 3/17/2020 - 4/26/2020	1 CHAPTER: 4/27/20 - 5/23/20	1.5 CHAPTER: 5/24/20 - 6/18/20	2 CHAPTER: 6/19/20 - 7/12/20	3 CHAPTER: 7/13/20 -	4 CHAPTER	5 CHAPTER	6 CHAPTER	7 CHAPTER
Entrance/Exit into buildings	No public in buildings, except service offered only	No public in buildings, except service offered only	No public in buildings, except service offered only	No public in building, except for limited access for a few employees (computer usage) (which may happen in extreme cases)	Controlled, limited # of patrons in building for browsing, check-outs, computer usage (by report, the limited amount of time) (in of people based on building size and occupancy guidelines) (Capacity up to 10%, including staff)	Controlled, limited # of patrons in building for browsing, check-outs, computer usage (by report, the limited amount of time) (in of people based on building size and occupancy guidelines) (Capacity up to 10%, including staff)	Controlled, limited # of patrons in building for browsing, check-outs, computer usage (by report, the limited amount of time) (in of people based on building size and occupancy guidelines) (Capacity up to 10%, including staff)	Controlled, limited # of patrons in building for browsing, check-outs, computer usage (by report, the limited amount of time) (in of people based on building size and occupancy guidelines) (Capacity up to 10%, including staff)	Controlled, limited # of patrons in building for browsing, check-outs, computer usage (by report, the limited amount of time) (in of people based on building size and occupancy guidelines) (Capacity up to 10%, including staff)
Check-outs (including due dates, fees, etc.)	Due dates extended, fees suspended, no "in person" circulation, modified return and registration to provide instant access to all digital resources	Due dates extended to 6/15, fees suspended, no "in person" circulation	Due dates extended to 7/15, fees suspended, no "in person" circulation	Due dates extended to 7/15, fees suspended, no "in person" circulation	Regular due dates and fees resume, "in person" circ via self-check-out and curbside	Regular due dates and fees resume, "in person" circ via self-check-out and curbside	Regular due dates and fees resume, "in person" circ via self-check-out and curbside	Regular due dates and fees resume, "in person" circ via self-check-out and curbside	Regular due dates and fees resume, "in person" circ via self-check-out and curbside
Materials handling (including bookdrops, returns, deliveries)	Book drops open, returns quarantined for 36 hours, delivery via US Mail/Amazon	Book drops open, returns quarantined for 36 hours, delivery via US Mail/Amazon	Book drops open, returns quarantined for 36 hours, delivery via US Mail/Amazon	Book drops open, returns quarantined for 36 hours, delivery via US Mail/Amazon	Book drops open, returns quarantined for 36 hours, delivery via USPS	Book drops open, returns quarantined for 36 hours, delivery via USPS	Book drops open, returns quarantined for 36 hours, delivery via USPS	Book drops open, returns quarantined for 36 hours, delivery via USPS	Book drops open, returns quarantined for 36 hours, delivery via USPS
Books pickup	Disinfectant	Disinfectant	Disinfectant	Disinfectant	Disinfectant	Disinfectant	Disinfectant	Disinfectant	Disinfectant
Selection/Ordering/Processing	Continued activity, under the direction of Collection Development Manager. Purchase additional e-content	Continued activity, under the direction of Collection Development Manager. Purchase additional e-content	Continued activity, under the direction of Collection Development Manager. Purchase additional e-content	Continued activity, under the direction of Collection Development Manager. Purchase additional e-content	Continued activity, under the direction of Collection Development Manager	Continued activity, under the direction of Collection Development Manager	Continued activity, under the direction of Collection Development Manager	Continued activity, under the direction of Collection Development Manager	Continued activity, under the direction of Collection Development Manager
Internet Access (including public computers and laptops)	SUPPENDED, except for self	SUPPENDED, except for self	SUPPENDED, except for self	SUPPENDED, except for self	Limited access, computer usage by appointment, self available	Limited access, computer usage by appointment, self available	Limited access, computer usage by appointment, self available	Limited access, computer usage by appointment, self available	Limited access, computer usage by appointment, self available
Technology Help/Support	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED	Limited access, computer usage by appointment, self available	Limited access, computer usage by appointment, self available	Limited access, computer usage by appointment, self available	Limited access, computer usage by appointment, self available	Limited access, computer usage by appointment, self available
Bookmobile	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED
Programs	TELEVISION PROGRAMMING, virtual programming available through website and social media	TELEVISION PROGRAMMING, virtual programming available through website and social media	TELEVISION PROGRAMMING, virtual programming available through website and social media	TELEVISION PROGRAMMING, virtual programming available through website and social media	TELEVISION PROGRAMMING, virtual programming available through website and social media	TELEVISION PROGRAMMING, virtual programming available through website and social media	TELEVISION PROGRAMMING, virtual programming available through website and social media	TELEVISION PROGRAMMING, virtual programming available through website and social media	TELEVISION PROGRAMMING, virtual programming available through website and social media
Meeting Rooms/Think Tanks	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED
Outreach	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED
Shared Public Items/Materials (including toys, puzzles, staplers, 3D printer, etc.)	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED
Accepting Book Donations	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED
Volunteers	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED	SUPPENDED



Central Library Weekly Disinfection Schedule

Recommended Time Frame	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
	Surfaces	Initials	Surfaces	Initials	Surfaces	Initials	Surfaces	Initials	Surfaces	Initials	Surfaces	Initials
Before 8 am	High Touch & Restrooms		High Touch & Restrooms		High Touch & Restrooms		High Touch & Restrooms		High Touch & Restrooms		High Touch & Restrooms	
Before 8 am	Floors				Floors				Floors			
8 AM - 9 AM												
9 AM - 10 AM	Open				Open				Open		Open	
10 AM - 11 AM												
11 AM - 12 PM	High Touch & Restrooms				High Touch & Restrooms				High Touch & Restrooms		High Touch & Restrooms	
12 PM - 1 PM			Open				Open					
1 PM - 2 PM	High Touch & Restrooms		High Touch & Restrooms		High Touch & Restrooms		High Touch & Restrooms		High Touch & Restrooms		High Touch	
2 PM - 3 PM												
3 PM - 4 PM	High Touch & Restrooms		High Touch & Restrooms		High Touch & Restrooms		High Touch & Restrooms		High Touch			
4 PM - 5 PM	Close		Close		Close							
5 PM - 6 PM	High Touch		High Touch & Restrooms		High Touch		High Touch & Restrooms					
6 PM - 7 PM			Close				Close					
7 PM - 8 PM			High Touch				High Touch					

Planning, Document Creation, Training

- BCL Reopening Chapters
- BCL Staff Safety Guidelines
- Disinfecting Procedures

Elements of Reopening	PROLOGUE: 3/17/2020 - 4/26/2020	1 CHAPTER: 4/27/20 - 5/25/20	1.5 CHAPTER: 5/26/20 - 6/28/20	2 CHAPTER: 6/29/2020 - 7/12/20	3 CHAPTER: 7/13/20 -	4 CHAPTER	5 CHAPTER
Entrance/Exit into buildings	No public in buildings; virtual services offered only	No public in buildings; virtual services offered only	No public in buildings; virtual services offered only	No public in building, except for controlled access for by appointment computer usage (which may happen in alternate spaces)	Controlled, limited # of patrons in building for browsing, check-outs, computer usage (by appt), (for limited amounts of time) (#s of people based on building size and occupancy guidelines). (Capacity up to 25%, including staff)	Controlled, limited # of patrons in building for browsing, check-outs, computer usage (by appt), (for limited amounts of time) (#s of people based on building size and occupancy guidelines) (Capacity up to 50%, including staff)	Controlled, limited # of patrons in building for browsing, check-outs, computer usage (by appt), (for limited amounts of time) (#s of people based on building size and occupancy guidelines) (Capacity up to 75%, including staff)
Check-outs (including due dates, fines, etc.)	Due dates extended, fines suspended, no "in person" circulation. Modified online card registration to provide instant access to BCL digital resources.	Due dates extended to 6/15, fines suspended, no "in person" circulation	Due dates extended to 7/1, fines suspended, no "in person" circulation	Due dates extended to 7/15, fines suspended, no "in person" circulation	Regular due dates and fines resume, "in person" circ via self-check-outs and circ desks	Regular due dates and fines resume, "in person" circ via self-check-outs and circ desks	Regular due dates and fines resume, "in person" circ via self-check-outs and circ desks
Materials handling (including bookdrops, returns, deliveries)	Book drops open, returns quarantined for 96 hours, delivery via Lib Maintenance	Book drops open, returns quarantined for 96 hours, delivery via Lib Maintenance	Book drops open, returns quarantined for 96 hours, delivery via Lib Maintenance	Book drops open, returns quarantined for 96 hours, delivery via Lib Maintenance	Book drops open, returns quarantined for 96 hours, delivery via Waltco	Book drops open, returns quarantined for (96?) hours, delivery via Waltco	Book drops open, returns quarantined for (?) hours, delivery via Waltco
Holds pickup	SUSPENDED	Limited contactless, scheduled pick-up -- ASH, CEN, KRE, WH	Expanded contactless, scheduled pick-up -- (ASH, CEN, EAS, KRE, PUL, SW, WH, WRI)	Continued contactless, scheduled pick-up	Continued contactless, scheduled pick-up (decrease the # of timeslots). "Regular" pickup available.	Contactless, scheduled pick-up at Central only. "Regular" pickup available at all locations.	Contactless, scheduled pick-up at Central only. "Regular" pickup available at all locations.
Selection/Ordering/Processing	Continued activity, under the direction of Collection Development Manager. Purchase additional e-	Continued activity, under the direction of Collection Development Manager. Purchase additional e-	Continued activity, under the direction of Collection Development Manager. Purchase additional e-	Continued activity, under the direction of Collection Development Manager.	Continued activity, under the direction of Collection Development Manager.	Continued activity, under the direction of Collection Development Manager.	Continued activity, under the direction of Collection Development Manager.

Planning, Document Creation, Training

- BCL Reopening Chapters
- BCL Staff Safety Guidelines
- Disinfecting Procedures

Elements of Reopening	PROLOGUE: 3/17/2020 - 4/26/2020	1 CHAPTER: 4/27/20 - 5/25/20	1.5 CHAPTER: 5/26/20 - 6/28/20	2 CHAPTER: 6/29/2020 - 7/12/20	3 CHAPTER: 7/13/20 -	4 CHAPTER	5 CHAPTER	6 CHAPTER	7 CHAPTER
Entrance/Exit into buildings	No public in buildings, virtual services offered only	No public in buildings, virtual services offered only	No public in buildings, virtual services offered only	No public in building, except for controlled access for by appointment computer usage (which may happen in alternate spaces)	Controlled, limited # of patrons in building for browsing, check-outs, computer usage (by appt), the limited amounts of time (in of people based on building size and occupancy guidelines). Capacity up to 25% including staff)	Controlled, limited # of patrons in building for browsing, check-outs, computer usage (by appt), the limited amounts of time (in of people based on building size and occupancy guidelines). Capacity up to 50% including staff)	Controlled, limited # of patrons in building for browsing, check-outs, computer usage (by appt), the limited amounts of time (in of people based on building size and occupancy guidelines). Capacity up to 75% including staff)	Recommended physical distancing, no virtual. No time limits on visit lengths.	No physical distancing required. No time limits on visit lengths
Check-outs (including due dates, fines, etc.)	Due dates extended, fines suspended, no "in person" circulation. Modified notice and registration to provide instant access to all digital resources	Due dates extended to 4/15, fines suspended, no "in person" circulation	Due dates extended to 7/1, fines suspended, no "in person" circulation	Due dates extended to 7/15, fines suspended, no "in person" circulation	Regular due dates and fines resume, "in person" circ via self-check-outs and circ desks	Regular due dates and fines resume, "in person" circ via self-check-outs and circ desks	Regular due dates and fines resume, "in person" circ via self-check-outs and circ desks	Regular due dates and fines resume, "in person" circ via self-check-outs and circ desks	Regular due dates and fines resume, "in person" circ via self-check-outs and circ desks
Materials handling (including bookdrops, returns, deliveries)	Book drops open, returns quarantined for 96 hours, delivery via Lib Maintenance	Book drops open, returns quarantined for 96 hours, delivery via Lib Maintenance	Book drops open, returns quarantined for 96 hours, delivery via Lib Maintenance	Book drops open, returns quarantined for 96 hours, delivery via Lib Maintenance	Book drops open, returns quarantined for 96 hours, delivery via visitto	Book drops open, returns quarantined for 96 hours, delivery via visitto	Book drops open, returns quarantined for 96 hours, delivery via visitto	Book drops open, returns quarantined for 96 hours, delivery via visitto	Book drops open, no material quarantines, state IL resume
Holds pickup	SUSPENDED	Expanded contactless, scheduled pick-up - ACH, CEN, FRI, SAT	Expanded contactless, scheduled pick-up - ACH, CEN, FRI, SAT, WED, THU, FRI, SAT, SUN, MON	Continued contactless, scheduled pick-up	Continued contactless, scheduled pick-up (outside the bookstore only), "regular" pickup available at all locations	Contactless, scheduled pick-up at Central only, "regular" pickup available at all locations	Contactless, scheduled pick-up at Central only, "regular" pickup available at all locations	Contactless, scheduled pick-up at Central only, "regular" pickup available at all locations	Contactless, scheduled pick-up at Central only, "regular" pickup available at all locations. State IL resumes.
Selection/Ordering/Processing	Continued activity, under the direction of Collection Development Manager. Purchase additional e-content	Continued activity, under the direction of Collection Development Manager. Purchase additional e-content	Continued activity, under the direction of Collection Development Manager. Purchase additional e-content	Continued activity, under the direction of Collection Development Manager. Purchase additional e-content	Continued activity, under the direction of Collection Development Manager	Continued activity, under the direction of Collection Development Manager	Continued activity, under the direction of Collection Development Manager	Continued activity, under the direction of Collection Development Manager	Continued activity, under the direction of Collection Development Manager
Internet Access (including public computers and laptops)	SUSPENDED, except for self	SUSPENDED, except for self	SUSPENDED, except for self	Limited Access, computer usage by appointment. Wifi available.	Limited Access, computer usage by appointment. Wifi available.	Limited Access - desktops and laptops (time limits), computer usage (physical distancing in place), wifi available.	Limited Access - desktops and laptops (time limits), computer usage (physical distancing in place), wifi available.	Regular (almost) Access - desktops and laptops, computer usage (physical distancing in place), wifi	Regular Access - desktops and laptops, computer usage, wifi
Technology Help/Support	SUSPENDED	SUSPENDED	SUSPENDED	Support may be available under restrictions (if possible)	Support available under restrictions (if possible)	Support available under restrictions (if possible)	Support available under restrictions (if possible)	Support available under restrictions (if possible)	Support available
Bookmobile	SUSPENDED	SUSPENDED	SUSPENDED	SUSPENDED	SUSPENDED	Community stops holds pickup (outside the bookstore only), programming with registration	Community stops holds pickup (outside the bookstore only), programming with registration	Community stops holds pickup (outside the bookstore only), programming with registration	All stops operational, programming offered
Programs	"In Person" programming SUSPENDED. Virtual programming available through website and social media	"In Person" programming SUSPENDED. Virtual programming available through website and social media	"In Person" programming SUSPENDED. Virtual programming available through website and social media	"In Person" programming SUSPENDED. Virtual programming available through website and social media	"In Person" programming SUSPENDED. Virtual programming available through website and social media	"In Person" programming with registration. Continued virtual programming	"In Person" programming with registration. Continued virtual programming	"In Person" programming with registration. Continued virtual programming	In Person and Virtual Programming Offered
Meeting Rooms/Think Tanks	SUSPENDED	SUSPENDED	SUSPENDED	SUSPENDED	SUSPENDED	Limited Access = capacity determined by physical distancing requirements, only if space isn't needed to support staff work, etc.	Limited Access = capacity determined by physical distancing requirements, only if space isn't needed to support staff work, etc.	Limited Access = capacity determined by physical distancing requirements, only if space isn't needed to support staff work, etc.	Regular use of meeting spaces
Outreach	SUSPENDED	SUSPENDED	SUSPENDED	SUSPENDED	SUSPENDED	SUSPENDED	SUSPENDED	Resume deposit collections and outreach delivery	Regular delivery
Shared Public Items/Materials (including toys, puzzles, staplers, 3-hole punches, etc.)	SUSPENDED	SUSPENDED	SUSPENDED	SUSPENDED	SUSPENDED	SUSPENDED	SUSPENDED	Resume offering some (larger) toys, puzzles, and staplers, etc.	All items offered
Accepting Book Donations	SUSPENDED	SUSPENDED	SUSPENDED	SUSPENDED	SUSPENDED	??	??	Book donations accepted	Book donations accepted
Volunteers	SUSPENDED	SUSPENDED	SUSPENDED	SUSPENDED	Friends Book Sale volunteers only, limited quantities for limited times	Volunteers = limited quantities for limited times, would contribute to overall capacity of space/library	Volunteers = limited quantities for limited times, would contribute to overall capacity of space/library	Volunteers = would contribute to overall capacity of space/library	Regular volunteer schedules

Brown County Library

PANDEMIC REOPENING PLAYBOOK

2020

Planning, Document Creation, Training

- BCL Reopening Chapters
- BCL Staff Safety Guidelines
- Disinfecting Procedures
- Prologue: 3/17-4/26
 - Online & Telephone Resources, Wi-Fi: 100%
 - Materials Handling: 96-hour quarantine
 - Holds: Suspended
 - Computer Access: Suspended
 - Building Access: Closed to Public
 - Meeting & Study Rooms: Suspended

Prologue:

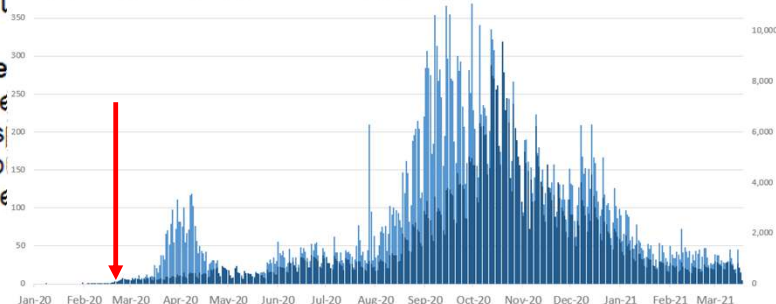
Community Conditions: Stay-at-home order is in place; no curbside pickup allowable. Essential workers report to shifts. Physical distancing is recommended. [Community Conditions were based on the Wisconsin Safer at Home Order and corresponding Badger Bounce Back Plan which were overturned on May 13, 2020 by the Supreme Court.]

Service Adjustments

- ❖ Library buildings and Bookmobile are closed to the public
- ❖ Register new library card accounts online
- ❖ Suspend Meeting Room/Think Tanks reservations
- ❖ Suspend Volunteer service hours
- ❖ Suspend all outreach initiatives
- ❖ Suspend all "in person" programming; shift all offerings to online
- ❖ Monitor book drops, quarantine returned materials
- ❖ Increase purchasing in e-content
- ❖ Suspend di

Work adjustment

- ❖ Increase fre
- ❖ Staff works
- ❖ PPE distrib
- ❖ Conduct we



Planning, Document Creation, Training

- BCL Reopening Chapters
- BCL Staff Safety Guidelines
- Disinfecting Procedures
- Chapter 1: 4/27-5/25
 - Online & Telephone Resources, Wi-Fi: 100%
 - Materials Handling: 96-hour Quarantine
 - Holds: **Contactless Pick-up**
 - Computer Access: Suspended
 - Building Access: Closed to Public
 - Meeting & Study Rooms: Suspended

Chapter 1:

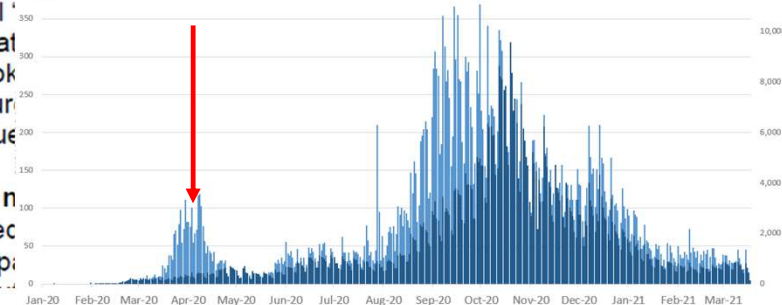
Community Conditions: Stay-at-home order is in place; curbside pickup allowable with conditions. Essential workers report to shifts. Physical distancing is recommended. [Community Conditions were based on the Wisconsin Safer at Home Order and corresponding Badger Bounce Back Plan which were overturned on May 13, 2020 by the Supreme Court.]

Service Adjustments

- ❖ Scheduled contactless pickup service offered at Ashwaubenon, Central, Kress, and Weyers-Hilliard locations
- ❖ Fulfill holds requests and transit items between locations via BCL staff
- ❖ Library buildings and Bookmobile are closed to the public
- ❖ Register new library card accounts online
- ❖ Suspend Meeting Room/Think Tanks reservations
- ❖ Suspend Volunteer service hours
- ❖ Suspend all outreach initiatives
- ❖ Suspend all
- ❖ Donated mat
- ❖ Monitor book
- ❖ Increase pur
- ❖ Suspend due

Work adjustments

- ❖ Increase freq
- ❖ Staff worksp
- ❖ PPE distri



Planning, Document Creation, Training

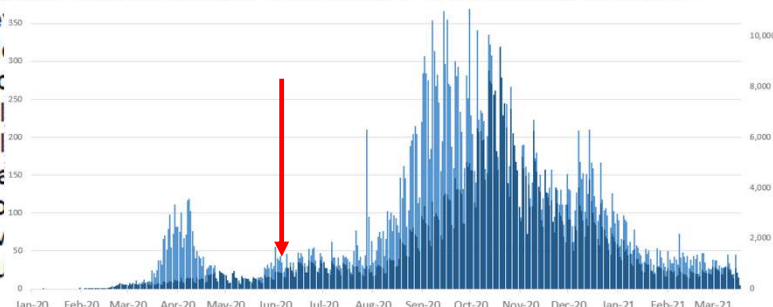
- BCL Reopening Chapters
- BCL Staff Safety Guidelines
- Disinfecting Procedures
- Chapter 2: 6/29-7/12
 - Online & Telephone Resources, Wi-Fi: 100%
 - Materials Handling: 72-hour Quarantine
 - Holds: Contactless Pick-up
 - Computer Access: **By Appointment**
 - Building Access: **Open for Computer Use**
 - Meeting & Study Rooms: Suspended

Chapter 2 (June 29)

Community Conditions: Physical distancing is still recommended, but infection risk are declining. [Community Conditions were based on the Wisconsin Safer at Home Order and corresponding Badger Bounce Back Plan which were overturned on May 2020 by the Supreme Court.]

Service Adjustments

- ❖ Computer usage available by appointment; limited technology help may be available under restrictions.
- ❖ Scheduled contactless pickup service offered at Ashwaubenon, Central, East, Kress, Pulaski, Southwest, Weyers-Hilliard, and Wrightstown locations. Fulfill holds requests and transit items between locations via BCL staff.
- ❖ Library buildings and Bookmobile are closed to the public for browsing.
- ❖ Register new
- ❖ Suspend M
- ❖ Suspend Vc
- ❖ Suspend all
- ❖ Suspend all
- ❖ Donated m
- ❖ Monitor boc
- ❖ hours. Deliv
- ❖ Suspend dl



Planning, Document Creation, Training

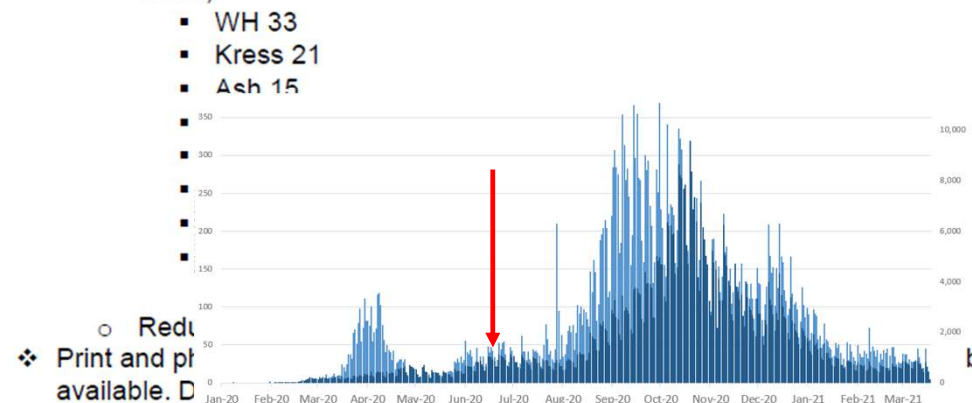
- BCL Reopening Chapters
- BCL Staff Safety Guidelines
- Disinfecting Procedures
- Chapter 3: 7/13-4/12/2021
 - Online & Telephone Resources: 100%
 - Materials Handling: 48 to 96- hour Quarantine
 - Holds: **In Person & Contactless Pick-up**
 - Computer Access: By Appointment
 - Building Access: **25% Occupancy (13%)**
 - Meeting & Study Rooms: Suspended

Chapter 3 (July 15):

Community Conditions: Physical distancing guidelines have been relaxed to allow for smaller gatherings. Large gatherings still a risk. [Community Conditions were based on the Wisconsin Safer at Home Order and corresponding Badger Bounce Back Plan which were overturned on May 13, 2020 by the Supreme Court.]

Service Adjustments

- ❖ Controlled, limited # of patrons permitted in buildings for holds pick-up, checkouts, computer usage (see below). Capacity based on building size and occupancy guidelines.
 - Occupancy numbers up to 25% per building (this includes staff in public areas)



Planning, Document Creation, Training

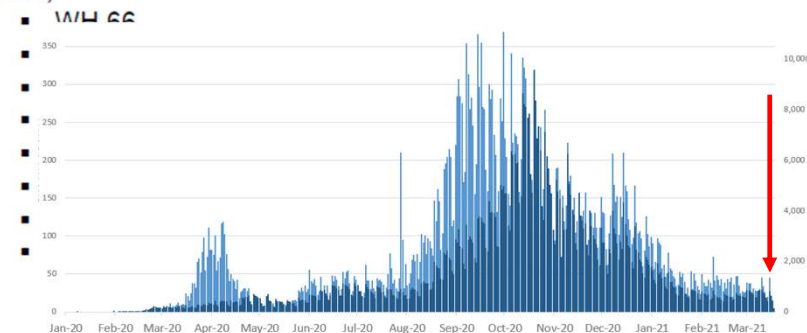
- BCL Reopening Chapters
- BCL Staff Safety Guidelines
- Disinfecting Procedures
- Chapter 4: 4/12/2021-?
 - Online & Telephone Resources: 100%
 - Materials Handling: **Quarantine Eliminated**
 - Holds: In Person & Contactless Pick-up
 - Computer Access: By Appointment
 - Building Access: **50% Occupancy**
 - Meeting & Study Rooms: **Limited Occupancy**

Chapter 4 (staggered roll out based on staffing at each location, starting in April):

Community Conditions: Physical distancing guidelines have been furthered relaxed. Large gatherings still a risk. [Community Conditions were based on the Wisconsin Safer at Home Order and corresponding Badger Bounce Back Plan which were overturned on May 13, 2020 by the Supreme Court.]

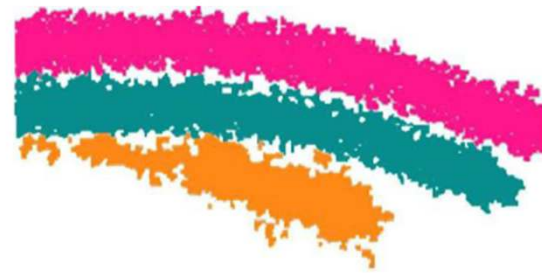
Service Adjustments

- ❖ Controlled, limited number of patrons permitted in buildings for holds pick-up, check-outs, and computer usage (see below). Capacity based on building size and occupancy guidelines. Meeting rooms have their own occupancy numbers and are not included here.
 - Greeting/rover roles may be discontinued or reduced.
 - Occupancy numbers up to 50% per building (this includes staff in public areas)



Planning, Document Creation, Training

- BCL Reopening Chapters
- BCL Staff Safety Guidelines
- Disinfecting Procedures



BCL Staff
Safety
Guidelines for
COVID-19

Planning, Document Creation, Training

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BCL Staff Safety Guidelines for COVID-19

PREVENTATIVE MATERIAL INVENTORY

Disinfectant Supplies and PPE:

- Each BCL facility must have appropriate disinfectant and PPEs as outlined below. The BCL Facilities Manager should be contacted if there is a shortage of supplies at a location.

Item	Spec	Recommended Quantity
Mask (disposable)	Disposable masks (1/day) – for customer use	Min. 30-day supply
Mask (washable)	Washable masks (3 per employee)	3 per employee
Gloves	Nitrile	Min. 30-day supply
Face shields	Protective face shields	1 per employee
Disinfectant spray/wipes	EPA-approved disinfectant	Min. 30-day supply
Hand sanitizer (refills)	Sanitizer with greater than 60% ethanol or 70% isopropanol alcohol local brand	Min. 30-day supply
Hand soap	Hand soap / Local brand	Min. 30-day supply
Paper towels	Paper towels	Min. 30-day supply
Sneeze guards	Plexiglass shield	Min. 1 per service point

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BCL Staff Safety Guidelines for COVID-19

STRATEGIES TO MITIGATE THE SPREAD OF COVID-19



Masks

Face masks are required for all BCL staff members working with the public or outside vendors/partners. If you have a medical condition or concerns about wearing a mask, contact the Deputy Director to discuss.



Face Shields

Face shields may be used as an additional safety measure when working in public areas. Masks must still be worn with a face shield.



Gloves

Based on CDC findings, the Library will only require staff to wear gloves when receiving materials and/or disinfecting Library spaces.

- Proper use and removal of gloves takes training. If contaminated gloves are not removed properly, our employees are exposed to greater risk.



Hand Washing

Frequent hand washing with warm water and soap is one of the most effective ways to prevent the spread of germs.



General Disinfecting Measures:

- The measures listed on the chart below should be implemented to reduce risk and spread of infection.
- The disinfection steps outlined below should be taken routinely, based on frequency mentioned, to protect employees, customers, and visitors and disinfect workplace surfaces, doorknobs, handrails, tables, elevator buttons, etc.

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BCL Staff Safety Guidelines for COVID-19

ROUTINE DISINFECTING MEASURES:

Area/Place	Disinfectant Surface	Disinfectant	Disinfectant Measures	Recommended Frequency	Who
Common customer surfaces	Including table tops, study spaces, computer surfaces, public service desktops	EPA-approved disinfectant	Follow manufacturer directions on product label	Between each use	All staff
Offices, desk, and conference rooms	Table and chair surface	EPA-approved disinfectant	Follow manufacturer directions on product label	At the end of each meeting and end of day	All staff
General objects often used or touched	Door handles, light switches, and phones	EPA-approved disinfectant	Follow manufacturer directions on product label	At least four times per day	All staff
Play spaces/toys	Removed/closed until further notice	n/a	Removed until further notice	Removed until further notice	n/a
Returned materials	All materials that are checked out by a customer (internally and externally)	n/a	Quarantine for 48 hour period	After every returned item	Public Services Staff
Restrooms	Common surfaces, mirrors, countertops	EPA-approved disinfectant	Follow manufacturer directions on product label	At least four times per day and additional as needed	Maintenance staff
Library vehicles	Common surfaces (e.g. steering wheel, door handle /lever, vehicle controls, seat belt release, rear view mirrors)	EPA-approved disinfectant	Follow manufacturer directions on product label	Before and after each use	Drivers
All floors	All floors at location	EPA-approved disinfectant	Mop	Periodic, where frequently touched; mop hard surfaces routinely	Maintenance staff

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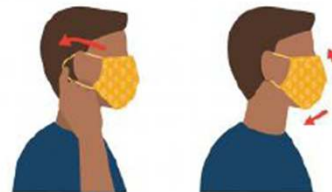
BCL Staff Safety Guidelines for COVID-19

HOW TO WASH HANDS

- Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
- Rinse your hands well under clean, running water.
- Dry your hands using a clean towel or air dry them.

HOW TO WEAR A FACE MASK

- Wash hands before putting on a face mask.
- Face mask should be placed over the nose and mouth and secured under the chin.
- Ensure it fits snugly against sides of the face.
- Avoid touching the mask while wearing.



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BCL Staff Safety Guidelines for COVID-19

GLOVE USE AND REMOVAL

For gloves to be effective, it is important that staff follow safe use and removal of gloves to avoid cross-contamination. Staff must follow these procedures:

- Wash hands before and after using gloves
- Always wear gloves when using a disinfectant
- When touching surfaces that may be infected, do not touch your face or any other surface until you have properly removed your gloves and washed your hands
- To remove used gloves after handling materials:



Planning, Document Creation, Training

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Central Library Weekly Disinfection Schedule

Recommended Time Frame	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
	Surfaces	Initials	Surfaces	Initials	Surfaces	Initials	Surfaces	Initials	Surfaces	Initials	Surfaces	Initials
Before 8 am	High Touch & Restrooms		High Touch & Restrooms		High Touch & Restrooms		High Touch & Restrooms		High Touch & Restrooms		High Touch & Restrooms	
Before 8 am	Floors		Open		Floors		Open		Floors		Open	
8 AM - 9 AM												
9 AM - 10 AM	Open				Open				Open			
10 AM - 11 AM												
11 AM - 12 PM	High Touch & Restrooms		Open		High Touch & Restrooms		Open		High Touch & Restrooms		High Touch & Restrooms	
12 PM - 1 PM											Close	
1 PM - 2 PM	High Touch & Restrooms				High Touch & Restrooms				High Touch & Restrooms			

Brown County Library Disinfectants, Uses & Dwell Times

• Rejuvenate Disinfectant Wipes

- Uses: Workstations, some electronics, touch points
- Eye/Face/Skin protection is not required if product is used as directed
- Dwell time: 1 minute



• Rejuvenate One-Step Disinfectant Spray-Dilution 1:64

- Uses: Public computers, workstations, some electronics, touch points
- Eye/Face/Skin protection is not required if product is used as directed
- Dwell time: 5 minutes

• Neutral Germicidal Cleaner and

• Simple Green d Pro 5

- Uses: Mopping hard floors, mixing buckets for saturating towels for large jobs
- Wear protective eyewear and nitrile gloves
- Dwell time: 10 minutes



• Discide Ultra Disinfecting Spray

- Uses: High touch points
- Wear protective eyewear and nitrile gloves
- Dwell time: 30 seconds

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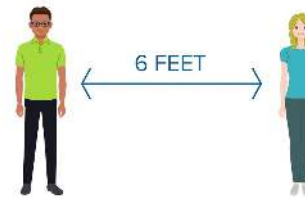
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1 PM - 2 PM	High Touch & Restrooms		High Touch & Restrooms		High Touch & Restrooms		High Touch & Restrooms		High Touch & Restrooms		High Touch	
2 PM - 3 PM									Close			
3 PM - 4 PM	High Touch & Restrooms		High Touch & Restrooms		High Touch & Restrooms		High Touch & Restrooms		High Touch			
4 PM - 5 PM	Close				Close							
5 PM - 6 PM	High Touch		High Touch & Restrooms		High Touch		High Touch & Restrooms					
6 PM - 7 PM			Close				Close					
7 PM - 8 PM			High Touch				High Touch					

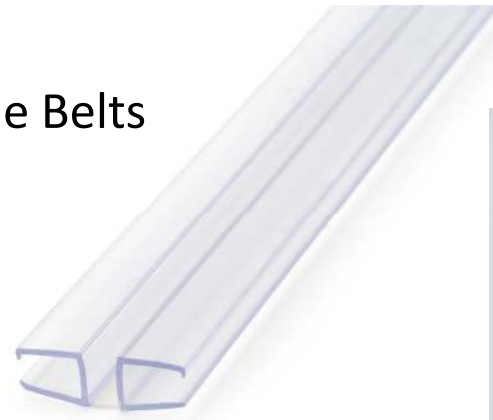
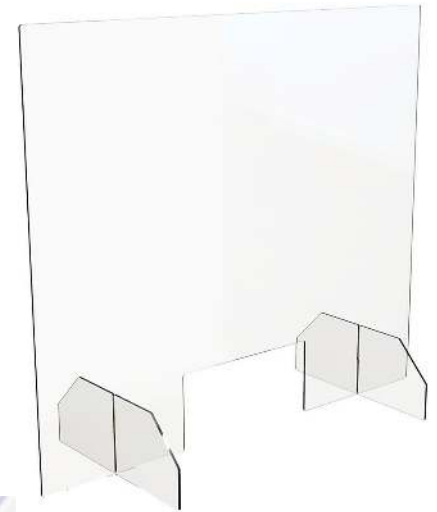
Measures Taken to Prevent Transmission

- Prevent Close Contact

- Stay Home When Sick
- Self-Monitoring
- Physical Distancing
- Require Masks
- Provide PPE-Gloves, Masks, Face Shields
- Floor Decals
- Plexiglass, Hinges, Dividers, Retractable Belts

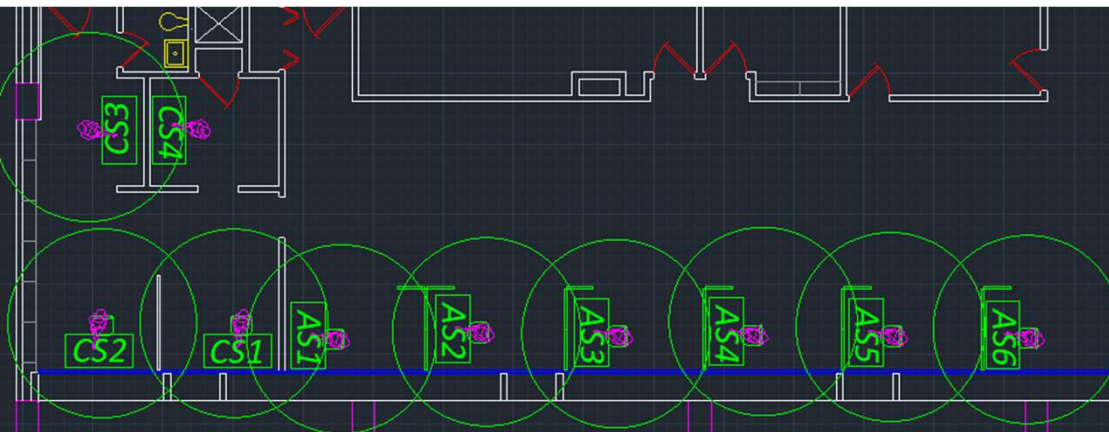


Only congregate in small gatherings



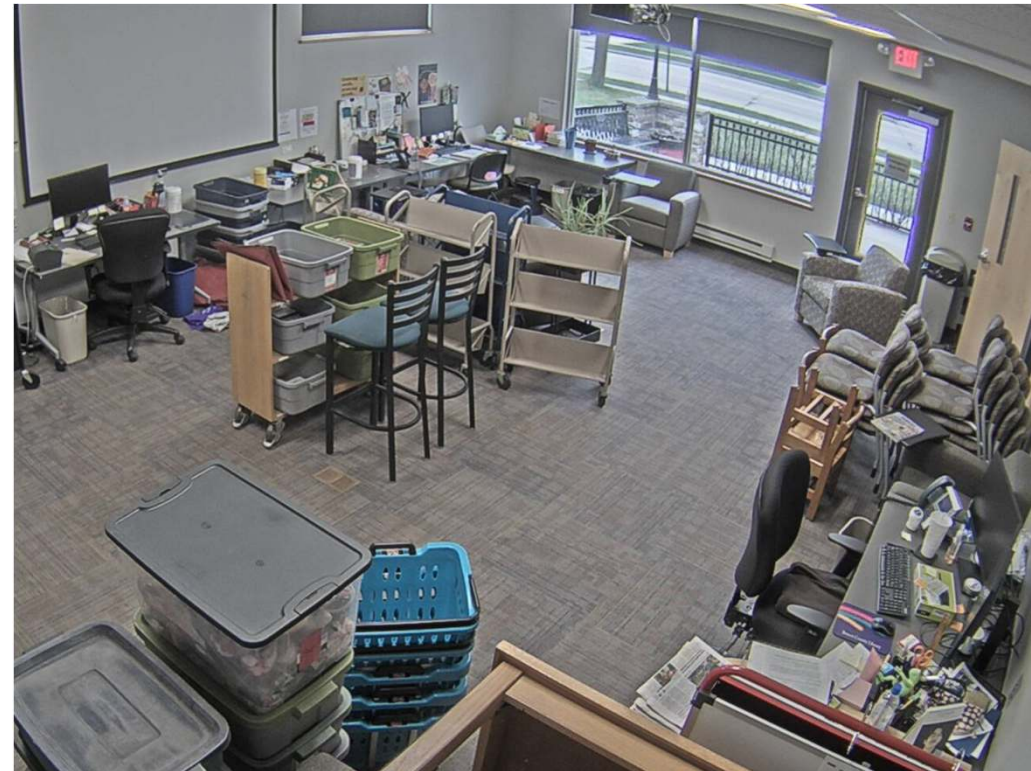
Measures Taken to Prevent Transmission

- Prevent Close Contact
 - Reorganize Staff Office Spaces
 - Use Meeting Rooms
 - Remove and/or Reorganize Furniture
 - Set Up Meeting Spaces
 - Retractable Belts



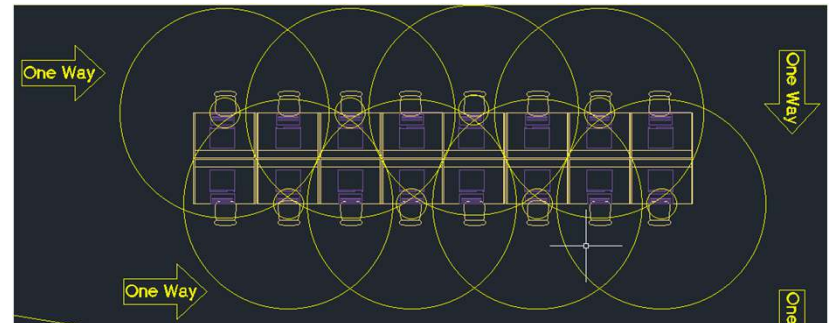
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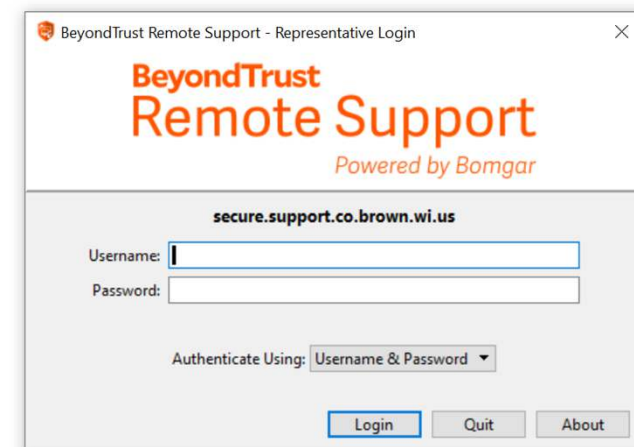
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Measures Taken to Prevent Transmission

- Prevent Close Contact
 - Limit People in Building
 - Public
 - Volunteers
 - Work From Home
 - Delivery
 - Contractors
- Computers
 - Bomgar-remote help
 - Wireless Mice and Keyboards for Staff
 - Laser pointers
 - Glad Press'n Seal



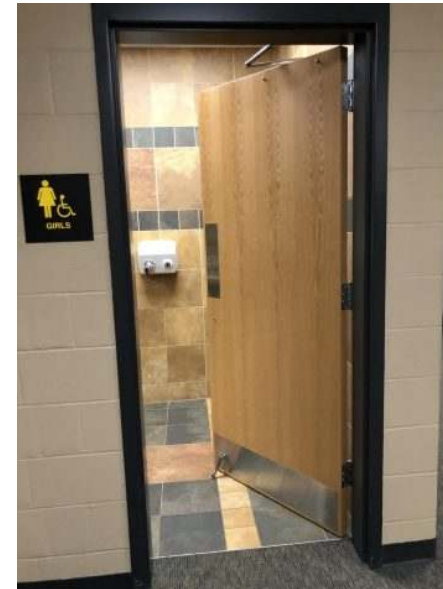
Measures Taken to Prevent Transmission

- High Touch Surfaces
 - Disinfect
 - Hand Sanitizer
 - Wash Hands
 - Don't Touch Your Face
 - Wear Gloves



Measures Taken to Prevent Transmission

- High Touch Surfaces
 - Prop open doors, **not fire doors**
 - Cotton Swabs for Touch Screens
 - Close Drinking Fountains
 - Additional Paper Towel Dispensers
 - Drive-up Window
 - Quarantine
 - Suspend Materials Donations



Measures Taken to Prevent Transmission

- High Touch Surfaces
 - Touchless Bathroom Faucets
 - Touchless Flush Valves
 - Touchless Kitchen Faucets
 - Touchless Soap Dispensers
 - Paper Towel Dispensers



Measures Taken to Prevent Transmission

- Other Measures
 - Increased ventilation
 - Flex Book Drops



Measures Taken to Prevent Transmission

- Other Measures
 - Greeter Position
 - No Food or Drink
 - Other Signage
 - Ordering Materials



Measures Taken to Prevent Transmission

- Other Measures
 - Weekly All Staff Meetings
 - Planning, Training, Surveys, Feedback



Going Forward



Questions

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Brown County Library
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Thank You!

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