From Plexiglass to Physical Distancing: Library Spaces in 2021

Curt Beyler
Facilities Manager
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
Brown County Library

Central
Green Bay
92,990 sq. ft.

Weyers-Hilliard-Howard
23,400 sq. ft.

Southwest-Green Bay
4,710 sq. ft.

Ashwaubenon
8,000 sq. ft.

Pulaski
3,600 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

![Graph of Wisconsin and Brown County Daily Confirmed COVID Cases](image)

- March 17th
Our Story of Continued Service to the Public

Wisconsin and Brown County Daily Confirmed COVID Cases

Contactless Holds Pickup

March 17th

Brown County Daily  Wisconsin Daily
Our Story of Continued Service to the Public

Wisconsin and Brown County Daily Confirmed COVID Cases

- March 17th
- Computers by Appointment
- Contactless Holds Pickup
Our Story of Continued Service to the Public

Wisconsin and Brown County Daily Confirmed COVID Cases

- Contactless Holds Pickup
- Intentional Browsing
- Computers by Appointment
- March 17th
Our Story of Continued Service to the Public

Wisconsin and Brown County Daily Confirmed COVID Cases

- Contactless Holds Pickup
- Computers by Appointment
- Intentional Browsing
- Meeting Rooms
- Study Rooms
- Bookmobile

March 17th
No Known Outbreaks or Transmissions!!!
Planning, Document Creation, Training

- BCL Reopening Chapters
- BCL Staff Safety Guidelines
- Disinfecting Procedures
Planning, Document Creation, Training

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<table>
<thead>
<tr>
<th>Elements of Reopening</th>
<th>1</th>
<th>1.5</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entrance/Exit into buildings</td>
<td>No public in buildings; virtual services offered only</td>
<td>No public in buildings; virtual services offered only</td>
<td>No public in building, except for controlled access for by appointment computer usage (which may happen in alternate spaces)</td>
<td>No public in building, except for controlled access for by appointment computer usage (which may happen in alternate spaces)</td>
<td>No public in building, except for controlled access for by appointment computer usage (which may happen in alternate spaces)</td>
<td>No public in building, except for controlled access for by appointment computer usage (which may happen in alternate spaces)</td>
</tr>
<tr>
<td>Check-outs (including due dates, fines, etc.)</td>
<td>Due dates extended, fines suspended, no “in person” circulation. Modified online card registration to provide instant access to library digital resources.</td>
<td>Due dates extended to 4/30, fines suspended, no “in person” circulation.</td>
<td>Due dates extended to 7/8, fines suspended, no “in person” circulation.</td>
<td>Due dates extended to 7/15, fines suspended, no “in person” circulation.</td>
<td>Regular due dates and fines resume, “in person” check-out and circulation.</td>
<td>Regular due dates and fines resume, “in person” check-out and circulation.</td>
</tr>
<tr>
<td>Materials handling (including bookdrops, returns, deliveries)</td>
<td>Book drops open, returns quarantined for 94 hours, delivery via Lib Maintenance</td>
<td>Book drops open, returns quarantined for 96 hours, delivery via Lib Maintenance</td>
<td>Book drops open, returns quarantined for 96 hours, delivery via Lib Maintenance</td>
<td>Book drops open, returns quarantined for 96 hours, delivery via Lib Maintenance</td>
<td>Book drops open, returns quarantined for 96 hours, delivery via Lib Maintenance</td>
<td>Book drops open, returns quarantined for 96 hours, delivery via Lib Maintenance</td>
</tr>
<tr>
<td>Holds pickup</td>
<td>SUSPENDED</td>
<td>Limited contactless, scheduled pick-up -- (ASM, CEN, KRE, WM)</td>
<td>Expanded contactless, scheduled pick-up -- (ASM, CEN, EAS, KRE, PL, SW, WH, WM)</td>
<td>Continued contactless, scheduled pick-up (decrease the # of timeslots) “Regular” pickup available</td>
<td>Contactless, scheduled pick-up at Central only, “Regular” pickup available at all locations.</td>
<td>Contactless, scheduled pick-up at Central only, “Regular” pickup available at all locations.</td>
</tr>
<tr>
<td>Selection/Ordering/Processing</td>
<td>Continued activity, under the direction of Collection Development Manager. Purchase additional e.</td>
<td>Continued activity, under the direction of Collection Development Manager. Purchase additional e.</td>
<td>Continued activity, under the direction of Collection Development Manager. Purchase additional e.</td>
<td>Continued activity, under the direction of Collection Development Manager.</td>
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<td>Continued activity, under the direction of Collection Development Manager.</td>
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- 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
- Increase freelancing
- Staff works
- PPE distribution
- Conduct work

Work adjustment
- Increase fre
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- 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

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**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 frec
- Staff worksp
- **Red**
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- 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

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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-Hillard, 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
- Suspend Mr
- Suspend Vc
- Suspend all
- Donate mt
- Monitor loc, hours, Deliv
- Suspend dh
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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
# 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**
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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.

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

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
- Disinfecting Procedures
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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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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:

1. Wash hands before and after using gloves
2. Always wear gloves when using a disinfectant
3. 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
4. To remove used gloves after handling materials:
   1. Grasp the outside of one glove at the wrist. Do not touch your bare skin.
   2. Peel the glove away from your body, pulling it inside out.
   3. Hold the glove you just removed in your gloved hand.
   4. Peel off the second glove by putting your fingers inside the glove at the top of your wrist.
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Central Library Weekly Disinfection Schedule

<table>
<thead>
<tr>
<th>Recommended Time Frame</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before 8 am</td>
<td>High Touch &amp; Restrooms</td>
<td>High Touch &amp; Restrooms</td>
<td>High Touch &amp; Restrooms</td>
<td>High Touch &amp; Restrooms</td>
<td>High Touch &amp; Restrooms</td>
<td>High Touch &amp; Restrooms</td>
</tr>
<tr>
<td>Before 8 am</td>
<td>Floors</td>
<td>Floors</td>
<td>Floors</td>
<td>Floors</td>
<td>Floors</td>
<td>Floors</td>
</tr>
<tr>
<td>8 AM - 9 AM</td>
<td>Open</td>
<td>Open</td>
<td>Open</td>
<td>Open</td>
<td>Open</td>
<td>Open</td>
</tr>
<tr>
<td>9 AM - 10 AM</td>
<td>High Touch &amp; Restrooms</td>
<td>High Touch &amp; Restrooms</td>
<td>High Touch &amp; Restrooms</td>
<td>High Touch &amp; Restrooms</td>
<td>High Touch &amp; Restrooms</td>
<td>High Touch &amp; Restrooms</td>
</tr>
<tr>
<td>10 AM - 11 AM</td>
<td>Open</td>
<td>Open</td>
<td>Open</td>
<td>Open</td>
<td>Open</td>
<td>Open</td>
</tr>
<tr>
<td>11 AM - 12 PM</td>
<td>High Touch &amp; Restrooms</td>
<td>High Touch &amp; Restrooms</td>
<td>High Touch &amp; Restrooms</td>
<td>High Touch &amp; Restrooms</td>
<td>High Touch &amp; Restrooms</td>
<td>High Touch &amp; Restrooms</td>
</tr>
<tr>
<td>12 PM - 1 PM</td>
<td>Open</td>
<td>Open</td>
<td>Open</td>
<td>Close</td>
<td>Close</td>
<td>Close</td>
</tr>
<tr>
<td>1 PM - 2 PM</td>
<td>High Touch &amp; Restrooms</td>
<td>High Touch &amp; Restrooms</td>
<td>High Touch &amp; Restrooms</td>
<td>High Touch &amp; Restrooms</td>
<td>High Touch &amp; Restrooms</td>
<td>High Touch</td>
</tr>
</tbody>
</table>

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: 3 minutes

• 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: 30 minutes

• Discide Ultra Disinfecting Spray
  - Uses: High touch points
  - Wear protective eyewear and nitrile gloves
  - Dwell time: 30 seconds
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### 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:** 3 minutes

#### Discide Ultra Disinfecting Spray
- Uses: High touch points
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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
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
Measures Taken to Prevent Transmission

• Prevent Close Contact
  • Reorganize Staff Office Spaces
  • Use Meeting & Study Rooms
  • Remove and/or Reorganize Furniture
  • Set Up Meeting Spaces
  • Retractable Belts
Measures Taken to Prevent Transmission

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• Retractable Belts
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

Curt Beyler
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Brown County Library
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Thank You!

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Brown County Library
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