

**Sheridan County Public Library System**  
**COVID-19 Re-Opening Procedure**  
**(Approved by the Library Board of Trustees – May 6, 2020)**

The purpose of this document is to establish formal guidelines for operations after re-opening due to the COVID-19 pandemic. These guidelines are divided into three sections referred to as a “Initial Transition Period” which would start on May 11, 2020 and last for 2 weeks; “Extended Transition Period” which will last until all restrictions are lifted; and finally, “Resumption of Normal Operations”. Branches will adapt these procedures based on their specific location layout and community needs.

The library system will continue to follow guidance provided by the Wyoming State Library, American Library Association, Board of County Commission Incident Management Team, Sheridan County Health Officer, and Wyoming State Governor – Mark Gordon. Adjustments will be made daily to the procedures below based on real time feedback from staff, the public and/or government officials.

**“Initial Transition Period” (May 11-23, 2020):**

**Capacity:**

- Normal capacity at the Fulmer Library is 600 people spread out over the entire 33,475 square foot facility. During the Initial Transition Period, the limit would be 5% of normal or a maximum of 30 people from the public allowed inside at any given time (not including staff). Of the 30 maximum, additional restrictions include:
  - The number of computer stations will be reduced throughout the entire building to ensure a minimum of 6-foot separation between computers.
    - Adult Internet = 5 person maximum
    - Teen Internet = 2 person maximum
    - Tween and Children’s Internet = 1 person maximum each
  - Children’s area = 8 person maximum
  - Wyoming Room = 4 person maximum
- Maximum stay in the library would be limited to 30 minutes per day.
- Staff would monitor the number at the main entrance of each facility. The Fulmer Children’s entrance will be closed.
- Clearmont, Story, and Tongue River branches would be limited to a maximum of 5 people from the public allowed in the library at any given time.

**Temporarily Reduced Hours of Operation:**

- Fulmer Library
  - Monday-Saturday (9:00 am to 5:00 pm)
  - (No evening hours)
- Clearmont Branch Library
  - Monday-Thursday (2:00 to 5:00 pm)
  - Friday (9:00 am to 1:00 pm)
- Story Branch Library
  - Monday-Friday (1:00 pm to 5:00 pm)
  - (No Saturday hours)
- Tongue River Branch Library
  - Monday-Friday (1:00 pm to 5:00 pm)

### **Public Safety and Responsibility:**

- Maximum stay in the library would be limited to 30 minutes per day.
- Signs will be posted at all entrances and throughout the building reminding the public about protocols on hand washing and staying home if sick.
- The public will be encouraged to wash their hands frequently while using the library facility and related services. Hand sanitizer stations and sanitizing wipes will be made available at various stations throughout the library, including at the main entrance.
- Patrons who are visibly ill or coughing excessively may be asked to leave the facility.
- Patrons will be encouraged to use cloth face masks while using the library facility. These would not be provided by the library.
- The public will be encouraged to wipe down their areas before use (Internet computers and seating areas) using the wipes provided. Staff will also be wiping down Internet computers.
- Barriers may be placed strategically in high traffic areas to assist with social distancing.
- Number of chairs will be reduced throughout the building to accommodate social distancing.
- All fabric chairs will be temporarily removed and replaced with plastic chairs for easier cleaning.
- The number of public computer terminals will be reduced throughout the building to accommodate a minimum of 6-foot distance between equipment.
- Normal policies including the “Patron Code of Conduct” and “Unattended Children and Disruptive Behavior Policy” will be in effect. Patrons not following guidelines may result in being asked to leave the library or extended suspension of library privileges.

### **Staff Safety and Responsibility:**

- Supplies have been purchased and will be provided to staff. These will include but are not limited to: cloth face masks for staff, disinfectant spray/wipes, rags, and nitrile gloves (while cleaning surfaces with approved cleaning solution).
- At the direction of the Sheridan County Health Officer, all staff will be asked to wear cloth masks to lessen the risk of exposure to the COVID-19 virus from patrons. (To accommodate a hearing-impaired employee, staff may need to lower their mask in order for that employee to read lips).
- Staff will be strongly encouraged to take frequent breaks to wash their hands. In between times, staff will be provided access to hand sanitizer.
- All items being returned by customers in-person or through the book drop will undergo our current sanitizing process prior to re-shelving (as recommended by national Library groups).
- New plastic bags will be provided to patrons to carry checked out materials. As books/materials will have already been wiped down with disinfectant spray during our extended closure, staff will only wipe down checked out materials upon request.
- Staff will sanitize high traffic areas on a regular hourly basis using approved cleaning solution, including the service desks (Children’s, Circulation, Reference, and Wyoming Room). Internet computer stations will be wiped down with approved cleaning solution after each use.
- Maintenance staff will conduct a thorough cleaning of the facility including sanitizing all high traffic areas and equipment prior to opening each day.
- Staff would be re-assigned to different areas of the library as needed.
- Normal sick leave policies will remain in effect as listed in the personnel policy manual.

### **Library Services:**

- Access to library services may be affected during the Initial Transition Period. Staff will do their best to answer questions as they arise.
  - Staff are available via phone at 307-674-8585 to answer questions.
  - Hold pickup will still be available so that customers do not need to enter the library.
  - Digital content is available 24/7 at the library website ([www.sheridanwyolibrary.org](http://www.sheridanwyolibrary.org))
  - WiFi signal is available 24/7 and reaches all sections of the library parking lot.
  - Inter Library Loan services will be suspended until the State Library has confirmed that the vast majority of public libraries have re-opened.
  - Meeting Rooms will **not be available** for public use. These include the branches (Story, Clearmont, and Tongue River) and Fulmer (Inner Circle, Fulmer, Loucks, and Carnegie).
  - Seating areas and use of table space will be limited to accommodate a minimum of 6-foot separation in-between individuals.
  - All Library Programming will be temporarily suspended until further notice.
  - Children's Story Times will be suspended. Virtual story times will continue to be created and made available on the library website and Facebook page.

### **"Extended Transition Period" (Potentially May 26, 2020 until further notice):**

#### **Capacity:**

- Capacity may be increased to accommodate relaxed orders provided by local, state, or national government officials. The exact limits will be determined at a later date.
- Restrictions may remain for certain sections of the library including limiting the number of computers available and the time limit for each computer use.
- Clearmont, Story, and Tongue River branches would adjust their maximum limits as well.

#### **Resumption of Normal Operating Hours:**

- Fulmer Library
  - Monday-Thursday (9:00 am to 9:00 pm)
  - Friday and Saturday (9:00 am to 5:00 pm)
- Clearmont Branch Library
  - Monday-Thursday (2:00 to 6:30 pm)
  - Friday (9:00 am to 1:00 pm)
- Story Branch Library
  - Monday-Friday (12:30 pm to 5:30 pm)
  - Saturday (9:00 am to 1:00 pm)
- Tongue River Branch Library
  - Monday-Friday (10:00 am to 12:00 pm and 1:00 pm to 6:00 pm)

#### **Public Safety and Responsibility:**

- Steps from the Initial Transition Period will remain in place.
- Adjustments may be implemented at the direction of the Sheridan County Health Officer.

#### **Staff Safety and Responsibility:**

- Steps from the Initial Transition Period will remain in place.
- Adjustments may be implemented at the direction of the Sheridan County Health Officer.

**Library Services:**

- Adult, Teen, and Children’s programming services may be added as instructed by government officials. Social distancing protocols may still be in place including limited use of library meeting rooms. Programming may be held outside if weather permits.
- Virtual Story Times will continue to be created and added to the library website and Facebook page.
- Digital content is available 24/7 at the library website ([www.sheridanwyolibrary.org](http://www.sheridanwyolibrary.org))
- WiFi signal is available 24/7 and reaches all sections of the library parking lot.
- Meeting Room Use:
  - Fulmer, Carnegie and Loucks would have capacity limited to a maximum of 4 people.
  - Inner Circle would remain closed until further notice.
  - Branches would reopen meeting rooms on a limited basis.
  - Staff would wipe down the meeting room using approved cleaning solution in-between each scheduled use.
- Seating areas and use of table space will be limited to accommodate a minimum of 6-foot separation in-between individuals.

**“Resumption of Normal Operations” (Upon notification from County Health Officer):**

All normal library policies and procedures will be implemented once the Library Board of Trustees are confident that there are no further restrictions placed on the library from state or local government officials. This would include library programming and access to meeting rooms.