

Phased Reopening Plan

Introduction

This plan defines Phase 3 of reopening of the Cranbury Public Library. Phases are not time dependent. Movement between phases relies on recommendations from local, state and federal health agencies, social distancing protocols, and community needs. The primary consideration in this plan is maintaining the safety of library staff and members while finding ways to provide needed library services to our community. The plan is a work in progress and may be amended at any time if needed to maintain health and safety.

Phase 3: Limited Operation of Library Facility

- Staff is required to provide proof of vaccination. Staff will still be required to wear facemasks.
- Services provided under **Phase 2:** (below) are continued and preferred.
- Public is allowed in the library but at limited numbers and for limited time periods. Those entering the building must wear face coverings and practice social distancing. No more than two people or family groups at a time are allowed to do the following: browse the book shelves, check out materials, use a Chromebook, or receive notary service.
- Children under 12 years of age must be accompanied by a parent or guardian.
- All returns must be put in the book drop or deposited on the book cart at the door.
- Public may browse and select books from the shelves or check the library catalog. Browsing is by appointment for 25-minute intervals starting on the hour and half hour. Call the library to schedule an appointment.
- The library will offer notary service.
- The one table is for use of a Chromebook and/or Notary service. Chromebook use is available by appointment for 20 minutes starting on the hour and half hour. Chromebooks will be sanitized between appointments.
- Staff may provide technical assistance as long as a protective barrier is between them and the public. Assistance will be verbal instructions. No equipment is to be shared.
- Services that promote lingering or gathering are not permitted inside the library. There is no Library reading area. Children's toys and computers are unavailable.
- Most programming and events are still virtual. Any in-person programming will take place outside.
- Hand sanitizer and masks (if needed) are provided to the public.
- Staff cleans high touch areas periodically.

Phase 2: Curbside Service (Staff Only Access to Building)

- Staff must wear cloth face coverings when dealing with the public.
- Book drop is open for return of materials.
- Member support is done by email and phone.
- Requests and Holds are placed online, by phone or email.

- Public may checkout items with curbside pickup (or home delivery for house bound members) with limits on staff/patron contact.
- Interlibrary loans and delivery service are enabled.
- Staff may place orders for new materials and have them shipped to the library.
- New materials may be processed and cataloged.
- Only virtual programs, events and meetings are allowed.

Mask Announcement to Public

While Governor Murphy has lifted the indoor mask mandate for vaccinated people he has allowed individual businesses or entities to make local decisions about safety precautions. The Cranbury Public Library is not in a position to determine which of our members are vaccinated and which are not. Therefore, Cranbury Public Library will continue to require staff and community members to wear masks and observe 6ft of physical distance while inside the building. This decision is out of respect for our younger library users who are unable to be vaccinated and are required to continue to follow these guidelines. Members over 2 years of age who are unable or unwilling to comply with our safety procedures will not be able to make a browsing or computer appointment, however, they are welcome to continue to use our many contactless services.