



COUNTY OF MENDOCINO  
CULTURAL SERVICES AGENCY  
LIBRARY

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**Mendocino County Library**  
**Reopening Plans COVID-19:**

*Phase 1: ( March 17<sup>th</sup>- May 11<sup>th</sup> 2020)*

- Currently in Phase 1, all branches and Bookmobile closed to public, staff has begun to work behind the scenes providing online support and providing phone assistance to patrons. Some staff will choose to self-isolate, teleworking will be allowed and some staff may be reassigned to EOC or other departments. Volunteers and Extra Help will not be allowed to work. All programs and outreach services are canceled.

*Phase 2:(May 11<sup>th</sup>-June 1<sup>st</sup> 2020)*

- Phase 2 will allow for all staff to return to work at the branch or continue to telework or self-isolate if needed. All volunteers and extra help will continue to not be used at this phase. Library Branches will provide Curbside Pick Up for patrons. Seeds from seed library will also be provided for curbside pick-up as well. This will be done via phone and e-mail with specific guidelines. This would require no contact with patrons and only be provided at certain days and times. Each branch would determine best days and times. No materials would be return to the branches. Bookmobile would not provide services and all Outreach and Programing are canceled. Online programming, resources and social media presence will continue with full support.
- See attached document for explanation of curbside and staff guidelines)

*Phase 3:(June 1<sup>st</sup>-July 1st 2020)*

- Phase 3 will continue with Curbside Pick-up for patrons. At this time, materials will be allowed to be returned to each branch. Guidelines will be in place to limit any contact of materials by staff. Dropping off of materials will require minimal interaction between staff and patrons. Each branch will have a designated area away from main staff to allow for returned materials to be quarantined for minimum 3 days after returning. Each

branch will determine times and days when returning of materials will be allowed. Guidelines will be in place for processing returned materials. Staff will work at the branch, with options for certain staff to still self-isolate or telework. Volunteers and Extra Help will not work at this phase. Continual focus on online presence. Bookmobile will provide services to limited amount of stops. New schedule and time will be determined with Director. No patrons will be allowed on Bookmobile but staff will allow for materials picked up with limited interaction. Guidelines and social distancing rules will be in place to allow for items to be returned and pick up at the Bookmobile.

*Phase : ( July 1st-TBD)*

- Phase 4 will continue with Phase 2 and 3 of plans. Phase 4 will also provide for limited hours for branch to reopen with specific restrictions and guidelines in place. Certain restrictions will still apply, appointments to use the public computer. Limited hours and times open. No lingering allowed at branch. Public will be allowed in to pick up items or use computer by appointment only. Social distancing protocols will be enforced.

*Phase 5 :( TBD based on county and state)*

- Phase 5 will allow for return to regular hours. Social distancing and protocols will still be in place. Usage of public computers will no longer be by appointment only. Public will be allowed to reenter library and Bookmobile to look for materials with social distancing. Programs for small groups will return. Volunteers and potential extra help will return to branches. At this time, further plans for moving forward to a return of larger outreach and programs will be analyzed.