



## COVID-19 Mitigation Plan

**Updated: May 21, 2020**

This mitigation plan establishes how the Juneau Public Libraries will reopen during the COVID-19 Pandemic.

The goal of this plan is to protect the health of library patrons and staff while resuming the provision of library services.

What we know about the COVID-19 disease will continue to change as scientists and researchers throughout the world learn and publish more information. Likewise, this mitigation plan will change and we greatly appreciate your assistance and patience as we adapt.

Library reopening will begin on **May 28, 2020**. Future adjustments to reopening will be dependent on our local situation and are subject to direction from the City & Borough of Juneau Assembly.

We expect that in-person library services may ebb and flow dependent on the situation, as an example:

- When it has been 28 days (2 disease cycles) since the last reported COVID-19 case in town, we expect to loosen in-person restrictions.
- When COVID-19 is active in Juneau and there is limited or no community spread and contact tracing is occurring with no faults (as reported by the State Division for Public Health), we anticipate being open with restrictions. **We are currently here.**
- If the City & Borough of Juneau Emergency Operations Center escalates the emergency to Level 3 or higher, which indicates either uncertain containment of community transmission, limited hospital capacity, or supply chain disruptions, the libraries will transition to remote services.

### General

1. Employees will wear face coverings while serving the public.
2. Employees may wear face coverings when in staff-only areas and will wear face coverings in staff-only areas when social distancing is not possible. All staff work stations will allow for adequate distancing.
3. Members of the public are strongly encouraged to wear face coverings. When available, face coverings will be provided.
  - a. **Current guidance and research indicates that cloth face coverings provide protection for other people, especially in interior spaces. While there are active COVID-19 cases in town, please wear a cloth face covering when using the library.** Cloth face coverings should not be worn by children under age 2.
4. Social distancing of at least six feet should be maintained between individuals and household groups.
  - a. Public use computer stations and furniture is re-arranged and limited to accommodate distancing.



- b. Plastic “sneeze guards” are installed at customer service counters to allow for an extra degree of separation where distancing is not possible.
  - c. Floor markings will be installed to indicate where library patrons should stand to maintain distancing while waiting for the next available library staff member.
5. If the demand for in-person library services results in the inability for library patrons or staff to maintain distance, additional restrictions (e.g. time limits) will be put into place.
6. No in-person library programs will occur in this phase of reopening.
7. The large meeting rooms at each location and the Teen room at the Valley library will be closed for this phase of reopening.
8. The smaller study rooms will be limited to 2 people per room during this phase of reopening.
9. The Valley conference room will be limited to 4 people during this phase of reopening.

## Hygiene & Cleaning Protocols

1. Employees will wash their hands frequently and members of the public are encouraged to do the same using the public and/or family restrooms.
2. Hand sanitizer will be available for staff and patrons at public service desks.
3. High touch surfaces will be sanitized at least daily.
  - a. Interior doors will be propped open to minimize high touch contact opportunities.
4. Returned library materials will be quarantined for 72 hours to allow for viral deactivation and patrons should return all materials to the exterior library book drops to facilitate material quarantine.
  - a. Post-quarantine, materials will be backdated to their actual date of return.
5. No member of the public displaying symptoms of COVID-19 may be present in the library and signage reflecting this will be posted outside of the library. Digital remote services will remain available and library materials may be picked up for those unable to visit the library by a trusted contact.
6. Each library will close to the public for 72 hours per week to allow for viral deactivation. The Downtown and Valley libraries will stagger days of operation to ensure one of the larger libraries is open every day. Open days starting May 28: **Valley** Wednesday-Saturday, **Downtown/Douglas** Sunday-Wednesday.

## Staffing

1. No employee displaying symptoms of COVID-19 may come to work.
2. Employees with COVID-19 symptoms and/or employees who have tested positive for COVID-19 will follow CDC guidance for discontinuation of isolation for persons with COVID-19 regarding returning to work: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>
3. If an employee is confirmed to have COVID-19, the library or museum will follow CDC guidance for businesses and employers responding to COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>



Questions, comments, and suggestions about this plan or its future versions should be directed to:

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