

Reopening Plan – Appointment Only

Sunderland Public Library

Approved 11/20/2020

Sunderland Public Library has developed the following plan to resume in-person services for library patrons. These plans should be considered fluid as we follow recommendations from the Massachusetts government, Town of Sunderland government, and specialists in the library field.

Sunderland Public Library will reopen to the public for 30-minute browsing appointments beginning **Tuesday, November 24th**.

Browsing Appointments are available on **Tuesdays from 1:00 PM – 7:00 PM**.

Patrons may reserve an appointment in advance by calling the library at 413-665-2642, or by making a reservation via Calendly:

<https://calendly.com/sunderlandpubliclibrary/library-browsing-appointment>

Browsing appointments are private (one group per 30 minutes). Groups are limited to members of the same household.

Computer use is available during appointments. Please indicate that you wish to use a computer upon signing up for your appointment.

When the Library Staff confirm the appointment time with the patron, they will provide the following disclaimers:

- All patrons over the age of two must wear a mask or suitable face covering that covers both the mouth and nose at all times when in the library building. If a patron is unable to wear a suitable face covering they will not be allowed to enter the library but will instead be offered all library services either curbside or remotely.
- The building will be locked. Please ring the white doorbell to notify staff of your arrival.
- We ask that all patrons sanitize their hands upon entry into the building, and wear a pair of disposable gloves during their appointment.
- Due to occupancy and sanitation restrictions, if you are more than 15 minutes late for your appointment your appointment will be cancelled.
- Library staff are not available to provide assistance that requires close contact. We encourage those who do require assistance to bring a helper with them to their appointment.

When patrons arrive for their appointments Library Staff will verbally confirm that patrons and members of their household have been free of the following symptoms for 14 days: fever, chills, cough, shortness of breath, difficulties breathing, headache, loss of taste or smell, sore throat, congestion, runny nose, and nausea.

What We Are Doing to Protect You:

- All high touch surfaces, materials, and equipment used during the appointment will be sanitized. Library staff request that any items touched during your appointment that you do not wish to borrow be placed in the red bins for sanitizing.
- The library building is professionally cleaned twice weekly. Staff frequently sanitizes workspaces and high-touch areas, such as doorknobs, printers, and railings.
- All staff members have completed the required training on social distancing and hygiene protocols.
- Staff is required to conduct the self-screening daily and stay home if exhibiting any COVID-19 symptoms.
- Staff members avoid congregating and wear face coverings any time they leave their workspaces or come into contact with others.