PCPL plan to offer services and reopen buildings

This document will remain under constant review and possible change

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Adopted by the PCPL Board of Trustees 6/24/2020
Updated 03/18/2021

Overview

The Portage County Public Library (PCPL) branches closed to the public on March 17th, 2020 to support the community effort to reduce the spread of the COVID-19 virus. During the time we were physically closed, we continued to service the public through our Reference Hotline for questions, provided digital checkouts, and daily online children's programs. On April 27th we started providing curbside pickup of library materials at Stevens Point and eventually expanded that service to all four branches. The Summer Library Program is online, including performers, as well as several book clubs, and we continue to explore new ways serve our County. The Libraries reopened for limited service on June 29th.

Road To Reopening

1. Curbside pickup offered at all branches.
2. Limited South Central Library System (SCLS) delivery of returning PCPL owned items.
3. Residents begin to return checked out items.
4. Desks and equipment repositioned to reduce contact points.
5. Staff scheduled to start returning.
6. Phased in hours and services begin as soon as reopening safety measures are in place.
7. Reopened June 29, 2020.

Almond (10am to 6pm, Tuesday & 2pm to 6pm, Wednesday and Thursday)
Top capacity of 7 people

Plover (10am to 6pm, Tuesday – Friday)
Top capacity of 15 people

Rosholt (2pm to 6pm, Monday, Tuesday, Thursday and Friday & 10am to 6pm, Wednesday)
Top capacity of 15 people

Stevens Point (10am to 6pm, Monday – Friday)
Top capacity of 80 people

Curbside service will be available during open hours by calling the branch at which you wish to pick up items.

When Visiting

If you are ill or experiencing COVID-19 symptoms, you should not visit the library.

We ask that you limit the time you spend in the library to reduce contact with others.

Some areas of the Libraries will be temporarily closed to the public. Children's toys, newspapers, magazines, computers and furniture are being removed or reduced for distancing and cleaning purposes.

Keep 6 feet of distance between you and others at all times and remember that not all people may have the same comfort level as you do.

Masks are required by County order, except for exemptions outlined in the orders.

Computer availability is restricted at all branches. Computer time is reserved by visiting or calling the branch you wish to use. There are limited daily timeslots at each location to ensure time for cleaning.

Computer assistance may be limited. Staff will attempt to help from a safe distance. Both parties must be wearing masks for assistance.

Hand sanitizer will be available onsite.

Branch Specific Restrictions

Almond:

Limited public computer available. Call 715-366-2151 for reservations.

To provide distancing space, patrons are encouraged to enter the Almond Branch through the back door and exit out the front door.

Plover:

Limited public computers available. Call 715-341-4007 for reservations.

The meeting room is closed until further notice.

Rosholt:

Limited public computers available. Call 715-677-4512 for reservations.

The meeting room is closed until further notice.

Stevens Point:

Limited public computers available. Call 715-346-1548 for reservations.

The second floor will be partially closed to the public. The Reading Room and Genealogy are closed to the public, but staff will retrieve materials from those areas. Limited research can be done by staff by calling the library.

All meeting rooms and study rooms will be closed to the public until further notice.

Cleaning and Quarantining

High touch areas will be cleaned daily before opening and regularly during the day.

Sanitizer will be available for patrons and staff.

Self-checkout machines will be covered with plastic wrap to protect users.

Computer patrons will be asked to use sanitizer before and after using the computers, and computers will be cleaned after every use.

*After consultation with the Portage County Health officials, quarantining of materials upon their return is no longer required and that practice ceased.

Staff Precautions
(Until a superseding countywide policy is established, the following precautions apply. Requirements and availability of masks, sanitizer, and gloves will be subject to availability.)

By county order, staff are required to wear masks at all service points and in public & staff areas where distancing is difficult to maintain. Cloth masks should be washed daily. Surgical masks should be discarded after each shift.

Sanitizer, masks and gloves will be available for staff usage.

Staff should be mindful of their distancing in all areas.

Staff should limit their time and be mindful of their distancing in the common breakroom and other staff areas. Break times may need to be adjusted to maintain social distancing.

Staff should limit hallways conversations to provide distancing space for others, while limiting unneeded personal contact with other staff.

Facilities staff will regularly clean the breakroom area and other high traffic staff spaces.

As much as possible, staff should not share equipment such as phones, computers keyboards and mice, without sanitizing their hands.

Wherever possible, doorways in staff areas should remain open to avoid the need to use door handles.

* Employees who have COVID-19 symptoms, have been tested, diagnosed, or come into contact with someone with COVID-19 should report the situation to their supervisor or department head immediately. Supervisors/department heads should then consult with Human Resources, who will consult with Public Health, in determining the work status for the employee.

If you have COVID-19 symptoms you should stay home and contact your doctor to get tested or get tested at a community testing site. If you do not get tested, you will need to stay home until you are asymptomatic for at least 24 hours. If you get tested see 'Have you been tested?' section below.

If you have been tested for COVID-19 you will need to stay home and self-quarantine until you receive the results of your test. If your results come back negative and you are asymptomatic, you will be able to return to work and continue to monitor for symptoms of COVID-19. If your results come back positive see the below section 'Have you been diagnosed'.

You can spread COVID-19 to others beginning two days before symptoms start until several days after symptoms start and about one day after you recover. This is known as the "infectious period." You can spread COVID-19 to others, even if you never develop symptoms.

If you have been diagnosed with COVID-19, even if you don't have symptoms, you will need to stay home and separate yourself from other people, including those in your home, also called "isolation" and self-monitor until you are no longer able to spread COVID-19 to others. You should also notify your close contacts that you have COVID-19.

• Diagnosed with symptoms:

o If you have symptoms and tested positive you should remain in isolation for at least 24 hours after you are free of fever without the use of fever-reducing medications and other symptoms have improved and at least 10 days from the date you first had symptoms.

o Your close contacts would include people you were in contact with the two days before you develop symptoms through the day your symptoms resolved.

• Diagnosed without symptoms:

o If you do not have symptoms and tested positive you should remain in isolation for at least 10 days after your test date.

o Your close contacts would include people you were in contact with two days before your test collection date through 10 days after your test collection date.

*Rules regarding self isolating and returning to work will follow the most up to date Centers for Disease Control and Prevention (CDC), Wisconsin Department of Health Services (DHS), and Portage County HHS guidelines. The language in this plan reflects the guidelines as of today and may change.

This Reopening Plan may be adjusted at any time to meet changing conditions.