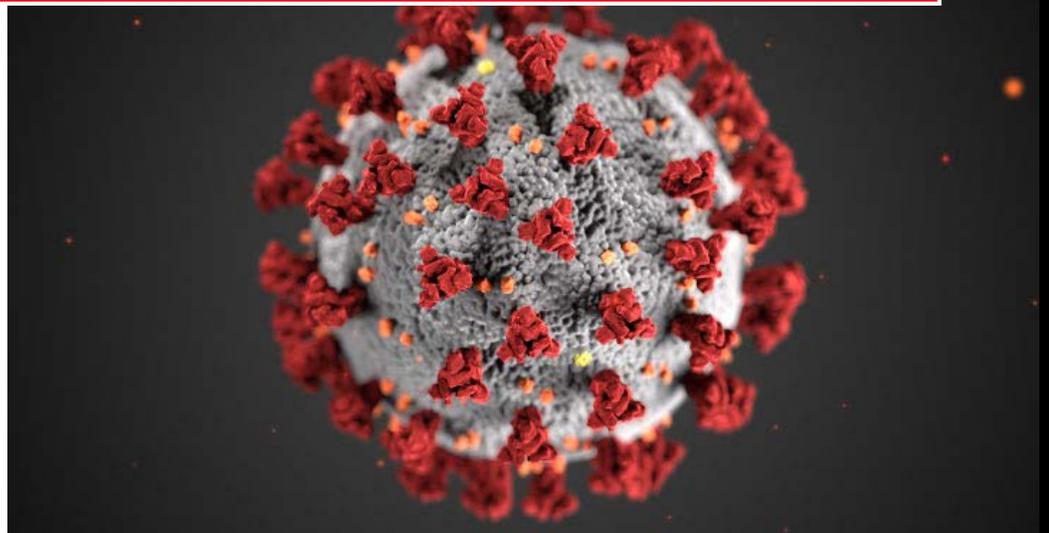




# City of Milton Reopening Phased Plan



*Approved June 2, 2020  
Revised June 16, 2020*

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## Introduction

Throughout the COVID-19 crisis, the City of Milton has taken steps to ensure our community members, our staff, and their families are as safe as possible by making operational changes and closing facilities. As Rock County implements their Phased Reopening Plan, the City of Milton will also be working to reopen our facilities. During this process, staff will take steps in line with guidance provided by the Rock County Public Health Department, Wisconsin Department of Health Services, and the Centers for Disease Control and Prevention (CDC). In addition, we will continue to follow any orders provided by the State of Wisconsin.

### Contact Information – Key Personnel

Title	Name	Phone	Email
<b>City of Milton</b>			
Mayor	Anissa Welch	Office – (608) 868-6900 x7 Cell – (608) 751-7198	<a href="mailto:awelch@milton-wi.gov">awelch@milton-wi.gov</a>
City Administrator	Al Hulick	Office – (608) 868-6900 x6 Cell – (608) 359-9612	<a href="mailto:ahulick@milton-wi.gov">ahulick@milton-wi.gov</a>
Police Chief	Scott Marquardt	Office – (608) 868-6910 Cell – (608) 778-7978	<a href="mailto:smarquardt@milton-wi.gov">smarquardt@milton-wi.gov</a>
Public Works Director	Howard Robinson	Office – (608) 868-6914 Cell – (608) 751-3130	<a href="mailto:hrobinson@milton-wi.gov">hrobinson@milton-wi.gov</a>
Administrative Services Director	Inga Cushman	Office – (608) 868-6900 x 5 Cell – (262) 374-9299	<a href="mailto:icushman@milton-wi.gov">icushman@milton-wi.gov</a>
Library Director	Ashlee Kunkel	Office – (608) 868-7462 Cell – (608) 751-6481	<a href="mailto:Kunkel.ashlee@als.lib.wi.us">Kunkel.ashlee@als.lib.wi.us</a>
Finance Director	Dan Nelson	Office – (608) 868-6900 x 3 Cell – (608) 228-4731	<a href="mailto:dnelson@milton-wi.gov">dnelson@milton-wi.gov</a>
City Clerk	Leanne Schroeder	Office – (608) 868-6900 x 2 Cell – (608) 931-6150	<a href="mailto:lschroeder@milton-wi.gov">lschroeder@milton-wi.gov</a>
IT Service Provider – Ignatek	Trever Brandenburg	Office – (608) 314-0895	<a href="mailto:support@ignatek.com">support@ignatek.com</a>
Phone Service Provider – Dimax	Jared Kas	Office –(608) 442-1100	<a href="mailto:support@dimaxusa.com">support@dimaxusa.com</a>
<b>Rock County</b>			
Emergency Management Sergeant (Sheriff's Office)		EOC Manager – (608) 757-5496 Emergency Management After Hours – (608) 290-6135	<a href="mailto:EOC.EOC@co.rock.wi.us">EOC.EOC@co.rock.wi.us</a>
Director PIO (Public Health Department)	Marie-Noel Sandoval	24 hour call service outside of business hours – (608) 757-5440	<a href="mailto:Marie-Noel.Sandoval@co.rock.wi.us">Marie-Noel.Sandoval@co.rock.wi.us</a>

### Rock County Reopening Phased Plan

The Rock County Public Health Department's Reopening Phased Plan includes guidance for a phased reopening of Rock County's businesses and activities, along with a data dashboard that shows local

metrics that should be met in order to move into the next phase. This plan includes recommendations to help guide various business sectors and community members to opening and operating in a safe way.

The metrics, as outlined in the plan are based on the Federal Gating Criteria and Core State Preparedness Responsibilities found in *Guidelines for Opening up America Again* issued by the White House on April 16, 2020. The metrics will be used to determine when the County, as a whole, will be ready to move to the next phase. All criteria must be satisfied in the County before entering a re-emerging phase as outlined below:

<b>SYMPTOMS</b>	<b>CASES</b>	<b>HOSPITALS</b>
Downward trajectory of influenza-like illnesses reported in the state or region within a 14-day period	Downward trajectory of documented cases in state or region within a 14-day period	Hospitals in the state or region are able to treat all patients without crisis care
AND	OR	AND
Downward trajectory of COVID-like syndromic cases reported in the state or region within a 14-day period.	Downward trajectory of positive tests as a percent of total tests in the state or region within a 14-day period (flat or increasing volume of tests).	A robust testing program is in place for at-risk healthcare workers, including emerging antibody testing.

More on the Rock County Reopening Phased Plan can be found online: <https://www.co.rock.wi.us/publichealth>.

### **City of Milton Reopening Phases**

Each of the phases described below are flexible and will allow for some variance depending on the set of circumstances at the times decisions are made about reopening. The City of Milton will review the reopening plan and phases every 14 days in line with the Rock County Reopening Phased Plan. It is important for staff and the community to understand this is a fluid situation, and there may be times where decisions will need to be changed based on new information.

During each phase of the plan, employees will continue to be asked to do the following:

- Continue physical distancing by maintaining six feet of distance whenever possible at least through Phase 2 outlined below.
- Wash their hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
- Avoid touching their face.
- Sneeze or cough into a tissue or the inside of their elbow.
- Notify their supervisor and stay home if they have any COVID-19 symptoms as described by the Centers for Disease Control and Prevention (CDC).
- Stay home if they are generally feeling sick.
- Regularly sanitize their work areas and high-traffic areas.

- Wear a face mask or cloth face covering when inside City of Milton facilities at least through Phase 2 outlined below. Follow the Cloth Face Coverings During the COVID-19 Pandemic policy approved by the Common Council on May 19, 2020 (included in this document as Appendix A).
- Other best practices as identified by public health officials.

Beginning on the first day of the first full payroll period of June (June 8), employees will be expected to work their full budgeted Full-Time Equivalent allotment through a mix of remote work and/or in-office work depending on the approved arrangements with their supervisor or Department Head. If employees are not able to work their full hours, they will be required to utilize PTO, Personal Holidays, FMLA, FFRCA, or unpaid leave. Situations will be evaluated on a case-by-case basis, but the expectation will be to work their full FTE allocation.

The Milton Public Library will be opening based on the phased plan approved by the Library Board on June 1, 2020 (included in this document as Appendix B), but library staff will be expected to follow the guidelines above.

## **Phase 1**

### ***Trigger***

This phase begins when the Rock County Health Department announces the beginning of Phase 1 of the Rock County Reopening Phased Plan and based on guidance from public health officials.

### ***Action items***

- The City of Milton will maintain the same operational changes as when the Safer at Home order at the State level was put into place.
- Some Public Facilities, including the Community House and park pavilions, will still remained closed to the public. There will be no rentals of these facilities.
- Appointments can be made with the public on an as needed basis to meet, but physical distancing requirements and wearing a cloth face covering will still be required.
- Staff will continue to stagger their schedules in order to limit overlap and cross contamination between shifts/teams.
- Playgrounds will be open, but they will not be sanitized. Signs will be added to the playgrounds stating this information and for those using the equipment to “play at their own risk.” Users will also be encouraged to continue to practice physical distancing and good hygiene and to remain home if they are sick.
- Park bathrooms will remain closed to the public.
- The Goodrich Square Splash Pad will remain closed.

## **Phase 2**

### ***Trigger***

This phase begins when the Rock County Health Department announces the beginning of Phase 2 of the Rock County Reopening Phased Plan and based on guidance from public health officials.

### ***Action items***

- All employees will return to work at their job site. Offices will be limited to 50% in-person staffing. Remote work will continue to take place to accommodate limited in-person staffing requirements. Staggered schedules may also continue if an arrangement is established with the employee’s supervisor.

- Common Council and committee/commission/board meetings will be in-person and open to the public as long as physical distancing can be maintained and the number of people recommended to be allowed at public gatherings has increased to 50.
- City Hall, Police Department, and Public Works Department lobbies will open to the public for in-person business during their full, regular hours.
- Park bathrooms will open and be sanitized on a daily basis. Signs will be added to the facilities indicating this information.
- The Goodrich Square Splash pad will remain closed.
- Park pavilion and Community House rentals will resume. Renters will be told the guidance from Rock County on limiting the number of people at gatherings. Pavilions and the Community House will be rented every other day in order to allow sufficient time for staff to clean the facilities.

### **Phase 3**

#### ***Trigger***

This phase begins when the Rock County Health Department announces the beginning of Phase 3 of the Rock County Bounce Back Plan and based on guidance from public health officials.

#### ***Action Items***

- All employees will be working their regularly scheduled shifts prior to the Safer at Home order at their job site.
- Common Council and committee/commission/board meetings will be in-person with no restrictions on physical distancing or number of people at the meetings.
- Park pavilion rentals and Community House rentals will be back to their normal process and expectations prior to the Safer at Home order.
- The Goodrich Square Splash Pad will open.

### **Cloth Face Covering Information**

Refer to Appendix A for the Cloth Face Covering During the COVID-19 Pandemic policy approved by the Common Council on May 19, 2020.

## Overview of Phases

Action	Safer at Home	Phase 1	Phase 2	Phase 3
<b>Employee Behavior</b>				
Wash hands often or use hand sanitizer	Yes	Yes	Yes	Yes
Cover coughs	Yes	Yes	Yes	Yes
Stay home if ill	Yes	Yes	Yes	Yes
Wear a face mask / cloth face covering	Yes, required	Yes, required	Yes, required	No, staff may choose to still wear one
Physical distancing to 6 feet when possible	Yes	Yes	Yes	No
Refrain from social gestures (shaking hands, etc.)	Yes	Yes	Yes	No
<b>Operations</b>				
City Hall, Police Department, and Public Works Department Lobbies open to the public	No	No	Yes	Yes
Milton Public Library Services	Refer to Appendix B for the Milton Public Library Reopening Phases (adopted June 1, 2020)			
All other City facilities open to the public (park restrooms, park shelters, Community House, etc.)	No	No	Yes	Yes
Breakrooms should be limited to the extent possible to no more than 2-5 people depending on the size of the space. Staggered breaks and meals.	Yes	Yes	Yes	No
No communal exposed food in breakrooms	Yes	Yes	Yes	No
Meetings should be conducted virtually or via phone whenever possible or practicable	Yes	Yes	Yes (Council and committees <u>may</u> resume in-person meetings)	No
Only employees allowed past the main lobby areas of each facility	Yes	Yes	Yes	Yes
High traffic areas, surface, and object cleaning	Yes	Yes	Yes	Yes
Discourage use of shared work tools and equipment	Yes	Yes	Yes	Yes
No out-of-state travel for work unless it's related to COVID-19. Limited in-state travel for work.	Yes	Yes	Yes	Yes



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# CLOTH FACE COVERINGS DURING THE COVID-19 PANDEMIC

*APPROVED MAY 19, 2020 BY THE COMMON COUNCIL*

## **Purpose**

This policy outlines the work rule for City of Milton staff and elected officials to wear cloth face coverings when inside City of Milton facilities in public, shared, or common areas and when conducting business with the public.

## **Policy**

In March, the City of Milton implemented preparedness and response efforts related to the coronavirus or COVID-19. Since the beginning, public health officials and scientists have been gathering information about this new virus to better provide recommendations and guidance to the public. This information has continually evolved as new discoveries are made.

The current guidance from the Centers for Disease Control and Prevention (CDC) recommends the wearing of cloth face coverings to slow the spread of COVID-19. Cloth face coverings prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. Since people can spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering can protect others around you. Face coverings worn by others protect you from getting the virus from people carrying the virus.

The City of Milton's primary objective in issuing work rules and organizational changes related to the COVID-19 pandemic is to maintain the health and safety of our staff members and our community members. Based on this and the information above from the CDC, the City of Milton has adopted this guidance as a work rule and require all staff and elected officials to wear cloth face coverings inside City of Milton facilities in public, shared, or common areas and when conducting business with the public. This policy will be incorporated into a future reopening plan for the City of Milton and will expire when the reopening plan phases are complete.

Cloth face coverings will be required in all public, shared, or common areas and when conducting business with the public. If an employee is alone in their office or cubicle working, they may remove their cloth face covering. If the employee leaves their workspace to access a copier, go the breakroom, or other such tasks, they must wear their cloth face covering.

## **Procedures**

The City of Milton will provide cloth face coverings for all employees to use when they are in public, shared, or common areas in City of Milton facilities and when conducting business with the public. However, employees will be allowed to wear a different face covering of their choosing, so long as it follows the guidelines as outlined by the CDC and meets the City's dress code policy.

According to the CDC, cloth face coverings should:

- Fit snugly but comfortably against the side of the face

## *Appendix A*

- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to shape

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

If the cloth face covering provided by the City of Milton does not fit an employee appropriately based on the above CDC recommendations, they are to contact their Department Head or supervisor to discuss alternate styles or options.

The cloth face coverings should be routinely washed by the employee using a washing machine.

Employees should practice safe removal of their cloth face covering by not touching their eyes, nose, or mouth when removing their face covering. Employees should wash their hands after removing the face covering. The face covering can be stored in a paper bag between uses during the same day of use.

Please refer to the infographic on the next page for additional information from the CDC about how to safety wear and take off a cloth face covering.

# How to Safely Wear and Take Off a Cloth Face Covering

## WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



## USE THE FACE COVERING TO PROTECT OTHERS

- Wear a face covering to protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

## FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



## TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)



## Milton Public Library REOPENING Phases

### REFERENCE

- City of Milton Cloth Face Coverings During the COVID-19 Pandemic Policy
- Milton Reopening Plan
- Rock County Bounce Back Plan (RCBB):  
[https://www.co.rock.wi.us/images/web\\_documents/departments/health/rock\\_county\\_reopening\\_phase\\_d\\_plan.pdf](https://www.co.rock.wi.us/images/web_documents/departments/health/rock_county_reopening_phase_d_plan.pdf)
- City of Milton COVID-19 Updates: <https://www.milton-wi.gov/COVID19>
- COVID-19 Symptoms: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Rock County Health Department: <https://www.co.rock.wi.us/publichealth>
- CDC cleaning recommendations: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Department of Public Instruction Guidelines for Libraries:  
<https://docs.google.com/spreadsheets/d/1hOrIJD7uVJkGgUFApESzN5yblXBo6XXI2GQ5MLdAU/edit#gid=0>

The Milton Public Library has created this Reopening Plan to take the appropriate steps to modify operational changes to help keep staff and patrons as safe as possible through the upcoming months of the COVID-19 crisis. Staff will continually seek guidance provided by the Department of Public Instruction, Rock County Public Health Department, Wisconsin Department of Health Services, and the Centers for Disease Control and Prevention (CDC). In addition, we will continue to follow any orders provided by the State of Wisconsin.

Decisions to move from one phase or another will be made by the Library Director as a result of discussions with the Library Board and city administration while considering Milton's Reopening Plan and the health of the community.

Actions and decisions are subject to change.

## PHASE 0 (CURRENT)

<b>PRIMARY SERVICES</b>	Curbside pickup, online resources and programming, access to items currently at MPL, reference/technology assistance via phone/web/email.
<b>HOURS</b>	Mondays and Thursdays, 9:00 to 1:00; Wednesdays and Fridays, 2:00 to 6:00; Sundays 1:00 to 4:00. Books drops available Tuesdays and Saturdays, 9:00 to 6:00.

<b>SAFETY MEASURES</b>	Face masks, staff assigned to computers/phones, hand washing, wiping down work areas, staff staying home if sick
<b>STAFF</b>	Two staff members in the library at a time sharing a workspace. Decrease in remote work by full-time staff. No remote work for part-time staff.
<b>PUBLIC ACCESS TO BUILDING</b>	<b>NONE</b>

## PHASE 1

### Beginning Monday, June 8, 2020

<b>PRIMARY SERVICES</b>	<p>Extended curbside pickup, computer use, increased resource sharing among libraries in the SHARE consortium, online resources and programming, reference/technology assistance via phone/web/email.</p> <ul style="list-style-type: none"> <li>○ Due dates return to normal and are no longer extended</li> </ul>
<b>HOURS</b>	10:00 to 6:00, M/Tu/Th/F, 10:00-4:00 Saturday. Book drops available 24/7.
<b>SAFETY MEASURES</b>	<ul style="list-style-type: none"> <li>○ Staff staying home if showing COVID-19 symptoms</li> <li>○ Face masks (required for staff; highly encouraged for patrons); limited number of disposal masks available for patrons</li> <li>○ Hand sanitizer available to patrons</li> <li>○ Sneeze guards at first-floor circulation desks</li> <li>○ Keyboard/mouse covers for public computers</li> <li>○ Staff assigned to computers/phones</li> <li>○ Frequent handwashing by staff; encourage patrons to wash their hands upon entering the library (signage)</li> <li>○ Wiping down work areas, cleaning individual computer areas after each use</li> </ul>
<b>STAFF</b>	Two-three staff members in the library at a time sharing a workspace; rotating office use. Decrease in remote work.
<b>PUBLIC ACCESS TO BUILDING</b>	<p>Computer use <b>only</b> during Curbside hours. No appointments during the last hour.</p> <ul style="list-style-type: none"> <li>○ 3 patrons at a time (may increase if the need is there)</li> <li>○ Appointments available to patrons 16 and older</li> <li>○ Appointments scheduled via phone or email; patrons are allowed 2 appointments a week.</li> <li>○ Appointments are only <b>1 hour</b> in length. Extended time may be considered for job applications, filing taxes, or time-sensitive needs. One appointment a day per patron.</li> <li>○ Example schedule:</li> </ul>

Sat May 30	Appointment 1	Appointment 2	Appointment 3	Appointment 4
10-11				
11-11:30	leeway time	leeway time	leeway time	leeway time
11:30-12	cleaning	cleaning	cleaning	cleaning
12-1				
1-1:30	leeway time	leeway time	leeway time	leeway time
1:30-2	cleaning	cleaning	cleaning	cleaning

- o Staff will not be offering one-on-one help and will follow social distancing measures with patrons
- o Patrons cannot access book collections
- o Cashless transactions - we will either have patrons swipe a card, drop cash into the donation box, or bill their account to eliminate staff handling cash
- o Doors will remain locked/closed to general public entrance

## PHASE 2

**Beginning TBD.**

<b>POTENTIAL TRIGGER</b>	Phase 2 of RCBB and/or Phase 2 of Milton’s Reopening Plan
<b>PRIMARY SERVICES</b>	Increased access to the building, browsing, computer use, resource sharing among libraries in the SHARE consortium, online resources and programming, reference/technology assistance via in person/phone/web/email.
<b>HOURS</b>	10:00 to 6:00, Monday-Friday; 10:00-4:00 Saturday. No staff in the library on Sundays.
<b>SAFETY MEASURES</b>	<ul style="list-style-type: none"> <li>o Staff staying home if showing COVID-19 symptoms</li> <li>o Sneeze guards at all three checkout computers</li> <li>o Face masks (required for staff; highly encouraged for patrons); limited number of disposal masks available for patrons</li> <li>o Hand sanitizer available for patrons</li> <li>o Social distancing marks on the floor by circulation desk and self-checkout</li> <li>o Staff assigned to computers/phones</li> <li>o Keyboard/mouse covers for public computers</li> <li>o Hourly cleaning checklist for high-touch areas</li> <li>o Frequent handwashing by staff; encourage patrons to wash their hands or use hand sanitizer upon entering the library (signage)</li> <li>o Work areas are wiped down after every shift</li> <li>o Clean individual computer areas and study rooms after each patron use</li> </ul>
<b>STAFF</b>	Two to three staff members in the library at a time; rotating office use. Decreased remote work for full time; no remote work for part-time.
<b>PUBLIC ACCESS TO</b>	Limited to computers, restricted study room use, and browsing/checking out materials <ul style="list-style-type: none"> <li>o <b>25% capacity</b> (approximately 30 patrons in the library at a time)</li> </ul>

<b>BUILDING</b>	<ul style="list-style-type: none"> <li>○ Those under the age of 16 must be accompanied by an adult</li> <li>○ Curbside is suspended and book lockers will be encouraged during and after library hours</li> <li>○ Returns accepted in library; items will continue to be quarantined for 72 hours             <ul style="list-style-type: none"> <li>■ Quarantined in The SPARK</li> <li>■ Staff will not personally accept returns</li> </ul> </li> <li>○ Computers spaced out (4 in the technology area; 2 in the teen area); limit to 60 minute sessions a day per patron.             <ul style="list-style-type: none"> <li>■ If needed, continue to make computer use by appointment only</li> <li>■ Staff will not be offering one-on-one help and will follow social distancing measures with patrons</li> </ul> </li> <li>○ Hold shelf items will be retrieved by staff</li> <li>○ Use of self-checkout (with stylus) will be encouraged</li> <li>○ Online programming; no in-person programming</li> <li>○ Cashless transactions - we will either have patrons swipe a card, drop cash into the donation box, or bill their account to eliminate staff handling cash</li> <li>○ To Be Cleaned Carts available in the collections to encourage patrons who are browsing to set aside books they do not want</li> <li>○ No book and/or DVD donations accepted</li> <li>○ Toys, games, and puzzles put into storage</li> <li>○ The SPARK and children's play area closed</li> <li>○ Study rooms will be unavailable.</li> <li>○ Seating limited throughout the library             <ul style="list-style-type: none"> <li>■ One chair per study table</li> <li>■ Lounge seating spaced out</li> <li>■ Booths made unavailable in the teen area</li> </ul> </li> <li>○ Restroom access is for patrons in the library only</li> <li>○ No access to Keurig machine</li> </ul>
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## PHASE 3

### Beginning TBD

<b>POTENTIAL TRIGGER</b>	Still in Phase 2 of RCBB and Milton's Reopening Plan. Staff comfort and availability.
<b>PRIMARY SERVICES</b>	Increased access to the building, book lockers, browsing, computer use, resource sharing among libraries in the SHARE consortium, online resources and programming, reference/technology assistance via in person/phone/web/email.
<b>HOURS</b>	10:00 to 8:00, Monday and Tuesday; 10:00-6:00 Wednesday-Friday; 10:00-4:00 Saturday. No staff in the library on Sundays. ( <i>IMPORTANT: Hours depend on staffing situation.</i> )
<b>SAFETY MEASURES</b>	<ul style="list-style-type: none"> <li>○ Staff staying home if showing COVID-19 symptoms</li> <li>○ Sneeze guards at all three checkout computers</li> <li>○ Face masks (optional for staff; encouraged for patrons); limited number of disposal masks available for patrons</li> </ul>

	<ul style="list-style-type: none"> <li>○ Hand sanitizer available to patrons</li> <li>○ Social distancing marks on the floor by circulation desk and self-checkout</li> <li>○ Staff assigned to computers/phones</li> <li>○ Hourly cleaning checklist for high-touch areas</li> <li>○ Keyboard/mouse covers for public computers</li> <li>○ Frequent handwashing by staff; encourage patrons to wash their hands or use hand sanitizer upon entering the library (signage)</li> <li>○ Work areas are wiped down after every shift</li> <li>○ Clean individual computer areas and study rooms after each patron use</li> </ul>
<b>STAFF</b>	Staff working all their hours at the library.
<b>PUBLIC ACCESS TO BUILDING</b>	<p>Limited to computers, browsing/checking out materials, limited study room access, and small programs</p> <ul style="list-style-type: none"> <li>○ <b>50% capacity</b> (approximately 70 patrons in the library at a time)</li> <li>○ Those under the age of 16 must be accompanied by an adult</li> <li>○ Book lockers will be encouraged during and after library hours</li> <li>○ Returns accepted in library; items will continue to be quarantined for 72 hours             <ul style="list-style-type: none"> <li>■ If needed, continue to make computer use by appointment only</li> <li>■ Staff will not be offering one-on-one help and will follow social distancing measures with patrons.</li> </ul> </li> <li>○ Computers spaced out (4 in the technology area; 2 in the teen area); limit to 60 minute sessions a day per patron</li> <li>○ Use of self-checkout (with stylus) will be encouraged</li> <li>○ Hold shelf items will be retrieved by staff</li> <li>○ Online programming; possibility of limited-participant programming with social distance measures put in place</li> <li>○ Cashless transactions - we will either have patrons swipe a card, drop cash into the donation box, or bill their account to eliminate staff handling cash</li> <li>○ To Be Cleaned Carts available in the collections to encourage patrons who are browsing to set aside books they do not want</li> <li>○ Toys, games, and puzzles kept in storage</li> <li>○ No book and/or DVD donations accepted</li> <li>○ The SPARK and children's play area closed; SPARK only available for programming</li> <li>○ Study rooms (#1, #2, #3, and the Red Hawk Room) will be available by appointment and may only be occupied by one person at a time (or same house-hold members). The Community Room will also be available for 3 or less occupants. Rooms have a 2-hour time limit and will be cleaned after every use. Breakroom and Quiet Room will continue to be unavailable (used for storage)</li> <li>○ Seating limited throughout the library             <ul style="list-style-type: none"> <li>■ One chair per study table</li> <li>■ Lounge seating spaced out</li> <li>■ Booths made unavailable in the teen area</li> </ul> </li> <li>○ Restroom access is for patrons in the library only</li> <li>○ No access to Keurig machine</li> </ul>

## PHASE 4

### Beginning TBD

<b>POTENTIAL TRIGGER</b>	Phase 3 of RCBB and Phase 3 of Milton's Reopening Plan
<b>PRIMARY SERVICES</b>	No limits to building access, booklockers, resource sharing among libraries in the SHARE consortium, online resources, reference/technology assistance via in person/phone/web/email, online programming and increased in-person programming.
<b>HOURS</b>	10:00 to 8:00, Monday and Tuesday; 10:00-6:00 Wednesday-Friday; 10:00-4:00 Saturday; Sundays, 1:00 to 4:00. <i>(IMPORTANT: Hours depend on staffing situation.)</i>
<b>SAFETY MEASURES (continue if needed)</b>	<ul style="list-style-type: none"> <li>○ Staff staying home if showing COVID-19 symptoms</li> <li>○ Sneeze guards at all three checkout computers</li> <li>○ Face masks (required for staff; encouraged for patrons); limited number of disposal masks available for patrons</li> <li>○ Hand sanitizer available to patrons</li> <li>○ Social distancing marks on the floor by circulation desk and self checkout</li> <li>○ Staff assigned to computers/phones</li> <li>○ Hourly cleaning checklist for high-touch areas.</li> <li>○ Frequent handwashing by staff; encourage patrons to wash their hands upon entering the library (signage)</li> <li>○ Work areas are wiped down after every shift.</li> <li>○ Clean individual computer areas and study rooms after each patron use.</li> </ul>
<b>STAFF</b>	Staff working all their hours at the library.
<b>PUBLIC ACCESS TO BUILDING</b>	<p>Computers, browsing/checking out materials, increased study room access, and increased programming</p> <ul style="list-style-type: none"> <li>○ No capacity limits</li> <li>○ Book lockers will be encouraged during and after library hours</li> <li>○ Returns accepted in library; items will continue to be quarantined for 72 hours if recommended by health officials</li> <li>○ Computers spaced out (4 in the technology area; 2 in the teen area); limit to 90 minute sessions a day per patron</li> <li>○ Use of self-checkout (with stylus) will be encouraged</li> <li>○ Online programming and increased in-person programming (depending on group-size recommendations from CDC and RCHD).</li> <li>○ Cashless transactions will still be encouraged</li> <li>○ To Be Cleaned Carts available in the collections to encourage patrons who are browsing to set aside books they do not want</li> <li>○ Limited toys and SPARK activities made available, but frequently cleaned by staff and/or volunteers</li> <li>○ No book and/or DVD donations accepted</li> <li>○ Study rooms, Community Room, and Breakroom will be available per regular library policy; emphasis on cleaning the rooms after every use</li> </ul>

	<ul style="list-style-type: none"><li>○ Seating increased throughout the library<ul style="list-style-type: none"><li>■ Booths returned to the teen area</li><li>■ Chairs returned to study tables</li><li>■ Chair clusters returned</li></ul></li><li>○ Keurig machine available.</li></ul>
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## **PHASE 5**

The library will enter this phase with guidance from state and local recommendations. Library resumes regular operations with increased awareness of cleaning measures and group sizes for programming.