



Campbell County Public Library System COVID-19 Reopening Plan

Approved by Library Board of Trustees: May 8, 2020

This document outlines a phased-in approach for reopening Campbell County libraries following public closures due to the COVID-19 pandemic as approved by the Library Board of Trustees. Operating protocols listed under each of the four phases are intended to be fluid in order to easily amend the plan as needed. COVID-19 data will be carefully monitored and used in determining the appropriate level of public access to library buildings.

The library system will continue to follow guidance provided by Campbell County and State Public Health officials, Wyoming State Governor Mark Gordon, the Wyoming State Library, American Library Association, and Campbell County Commissioners COVID Task Force. Adjustments will be made to procedures listed below based on real time feedback from staff, the public, and/or government officials.

Initial Operating Environment (March 18, 2020 – May 17, 2020)

- No patron access to the building
- Curbside checkouts
- Virtual library service
- Essential staff working in building; nonessential staff splitting 50/50 between working at home and working in the library; sanitation protocols; social distancing; limited staff on each level of library that allows six feet of social distancing
- To sustain social distancing with adequate staffing, library hours to the public limited to Monday-Thursday, 10am-6pm; Friday 10am-5pm; Saturday 10am-3pm; Sunday closed.

Access and Building Capacity

Limitations for the number of patrons allowed in the building will consider square footage, number of staff members in the building, public health gathering orders, and public health social distancing guidelines. Full capacity is not expected until resumption of normal operations in accordance with direction from the County Health Officer.

- CCPL: 40,974 square feet – CCPL has two levels with a large upper level and smaller basement area. The approximate capacity is 700 people. The library can be divided into five patron areas to include children's room, adult stacks, adult technology center, young adult room, and meeting rooms.
- WBL: 6,790 square feet – Finished space at Wright Branch is all on the upper level. The approximate capacity is 120 people. The basement is not finished but is occasionally used for public programming. The library also has a meeting room.

Public Safety and Responsibility

- Signs will be posted at the entrance and throughout the building:
 - Reminding people about staying home if sick
 - Outlining hand-washing protocols.
 - Recommending that patrons wear face masks while using the library (face masks available at the Circulation Desk).
- Hand sanitizing stations will be provided at various stations throughout the library; hand sanitizer required for patrons using public copiers and other library equipment.
- Patrons who are visibly ill or coughing excessively may be asked to leave the facility.
- Patrons should not re-shelve books or other collection items, but instead should place items on a quarantine cart; staff will monitor stacks to assure items are not re-shelved.
- Computer terminal availability will be limited by 6-foot social distancing guidelines.
- Patrons will have access to materials to disinfect computer terminal areas (staff will also be sanitizing terminal areas, including a germicidal mist for keyboard/mouse).
- Patrons will have access to materials to disinfect tables in meeting rooms.
- Public chair availability will be limited by 6-foot social distancing guidelines (staff will sanitize chairs with a germicidal mist).
- Barriers may be strategically placed to assist with social distancing.
- Normal policies such as Appropriate Behavior Policy (which includes no unattended children) will be in effect. Patrons not following guidelines may be suspended.

Staff Safety and Responsibility

- Supplies will be provided to staff. These will include but are not limited to face masks, disinfectant spray/wipes, rags, and nitrile gloves.
- Workplace temperature screening will be conducted at the beginning of each shift (note this is recommended by PH)
- Plexiglass guards will be installed at circulation desk; social distancing barriers to be provided as needed for other public desks or at computer stations.
- Staff will be strongly encouraged to wear cloth masks to lessen the risk of COVID-19 exposure while around patrons.
- Staff will be strongly encouraged to take frequent breaks to wash their hands; for in-between times, hand sanitizer will also be provided.
- Staff will wear latex/nitrile gloves when discharging returns and handling quarantined books.
- Air filtration units may be used to improve airflow in select areas.
- All collection returns from patrons will be isolated based on current recommendations of national library alliances prior to re-shelving.
- New plastic bags will be provided to patrons to carry checked out materials.

- Staff will sanitize high traffic areas on a regular hourly basis including public desks using sanitation supplies as recommended by Campbell County Public Health. Public computer terminals will be sanitized after each use.
- County Facilities staff will conduct a thorough cleaning of the facility prior to opening each day, including sanitizing high traffic areas and high touch items.
- Staff will be reassigned to different areas of the library as needed.
- Staggered schedules for at-home work will be reduced to ensure adequate staffing levels for public service while also ensuring social distancing practices in Phase 1, increasing to nearly full staffing in Phase 2; return to full staffing at Phase 3.

Phase 1: Transition Period with Limited Patron Access (May 18, 2020 – May 31, 2020)

(Stabilized infection rates)

Hours of Operation:

- Campbell County Public Library
 - Monday-Thursday (10:00am to 6:00pm)
 - Friday (10:00am to 5:00pm)
 - Saturday (10:00am to 3:00pm)
- Wright Branch Library
 - Monday-Thursday (10:00am to 6:00pm)
 - Friday (10:00am to 5:00pm)
 - Saturday (10:00am to 2:00pm)

Patron access:

- Front entrance staff presence (rotating) to advise patrons of limited use as outlined under Library Services section below.
- Children age 15 and younger will not be allowed access to the library until Public Health/Centers for Disease Control (CDC) lifts this restriction.
- CCPL children's room – 8 person maximum
- CCPL adult book stacks – 8 person maximum
- CCPL Technology Center – 6 person maximum
- CCPL Young Adult area – 6 person maximum
- CCPL Meeting Rooms – closed
- WBL upper level – 8 person maximum
- WBL meeting room/basement program space – closed

Library Services:

- Access to library services will be limited during Phase 1.
 - Staff is available via phone at 307-682-3223 (CCPL) and 307-464-0500 (WBL) to answer questions.

- Curbside service is available for customers who do not need to enter the library; curbside service includes checkouts, faxing, and scanning.
- Reference services (questions/requests) are available by calling 307-687-0115 (CCPL) and 307-464-0500 (WBL).
- Digital content is available 24/7 at the library website at www.ccpls.org.
- Browse and select items for checkout in the building (limit of 30 minutes in library).
- Adult computers accessible at the Technology Center by appointment, call 307-687-0115 (CCPL) and 307-464-0500 (WBL) (limit 1 person per computer and 2 hours in library)
- Notarizations available by appointment, call 307-687-0115 (CCPL) or 307-464-0500 (WBL) (only signees can be present).
- Interlibrary loans are suspended until most Wyoming Libraries re-open.
- Meeting rooms will not be available for public use.
- Limited outreach services are available in Phase 1, as determined in a case-by-case situation.
- Seating areas and use of table space limited to assure a minimum of 6-foot separation in-between individuals.
- Library programs limited to virtual/digital format (virtual story times, etc. will continue to be posted on social media/library website).

Extended Phase 1: Extended Transition Period with Limited Patron Access (June 1, 2020 through June 21, 2020)

(Stabilized infection rates)

Hours of Operation:

- Campbell County Public Library
 - Monday-Thursday (10:00am to 6:00pm)
 - Friday (10:00am to 5:00pm)
 - Saturday (10:00am to 3:00pm)
- Wright Branch Library
 - Monday-Thursday (10:00am to 6:00pm)
 - Friday (10:00am to 5:00pm)
 - Saturday (10:00am to 2:00pm)

Patron access:

- CCPL front entrance staff presence (rotating) to advise patrons of limited use as outlined under Library Services section below.
- CCPL & WBL Children’s Department access: children sixth grade and younger are welcome in the Children’s Department but must be accompanied by an adult.

- CCPL and WBL Young Adult access: children 7th grade through 12th grade are welcome in the Teen Area.
- CCPL – maximum of 40 people – guidelines per service area:
 - CCPL children’s room – 8 person maximum
 - CCPL adult book stacks – 12 person maximum
 - CCPL Technology Center – 6 person maximum
 - CCPL Young Adult area – 8 person maximum (including computer users)
 - CCPL Young Adult computers – 4 person maximum
 - CCPL Pioneer Rooms – 6 person maximum
- WBL – maximum of 14 people – guidelines per service area:
 - upper level – 10 person maximum
 - Teen computers – 2 person maximum
 - WBL meeting room – 4 person maximum
- WBL basement program space – closed

Library Services:

- Access to library services continue to be limited during Extended Phase 1.
 - Staff is available via phone at 307-682-3223 (CCPL) and 307-464-0500 (WBL) to answer questions.
 - Curbside service is available for customers who do not need to enter the library; curbside service includes checkouts, faxing, and scanning.
 - Reference services (questions/requests) are available by calling 307-687-0115 (CCPL) and 307-464-0500 (WBL).
 - Digital content is available 24/7 at the library website at www.ccpls.org.
 - Browse and select items for checkout in the building (limit of 30 minutes in library).
 - Adult computers accessible at the Technology Center, appointments encouraged, call 307-687-0115 (CCPL) and 307-464-0500 (WBL) (2 hours maximum)
 - Copying, faxing, and scanning services available at Tech Center.
 - Notarizations available by appointment, call 307-687-0115 (CCPL) or 307-464-0500 (WBL) (only signees can be present).
 - Interlibrary loans are suspended until most Wyoming Libraries re-open.
 - Children’s department open for browsing, children’s computers not available.
 - Young Adult department open for browsing; young adult computers available (2 hours maximum).
 - Pioneer Rooms I and II available: one group per room per day, limit of 6 people per room, or 12 people if Pioneer I and II are combined to one meeting space.

- Limited outreach services are available in Phase 1, as determined in a case-by-case situation.
- Seating areas and use of table space limited to assure a minimum of 6-foot separation in-between individuals.
- Library programs limited to virtual/digital format (virtual story times, etc. will continue to be posted on social media/library website).

Phase 2: Extended Patron Access (June 22, 2020 – August 23, 2020)

(Continued stabilized infection rates demonstrated for a minimum of two weeks)

Hours of Operation:

- Campbell County Public Library
 - Monday-Thursday (9:00am to 7:00pm)
 - Friday-Saturday (9:00am to 5:00pm)
- Wright Branch Library
 - Monday, Tuesday, & Thursday (10:00am to 7:00pm)
 - Wednesday & Friday (10:00am to 5:00pm)
 - Saturday (10:00am to 2:00pm)

Patron access:

- CCPL & WBL: Patron counts will be calculated as patrons enter and exit the building to assure building capacity maximums are not exceeded.
- CCPL & WBL Children’s Department access: children sixth grade and younger are welcome in the Children’s Department but must be accompanied by an adult.
- CCPL and WBL Young Adult access: children 7th grade through 12th grade are welcome in the Teen Area.
- CCPL – maximum of 60 people (not including staff) – guidelines per service area:
 - CCPL children’s room – 12-person maximum
 - CCPL adult book stacks/study rooms – 18-person maximum
 - CCPL Technology Center – 6-person maximum
 - CCPL Young Adult area – 12-person maximum with distancing
 - CCPL Young Adult computers – 4 person maximum
- CCPL Pioneer Rooms – 6 person maximum per room per day
- CCPL Wyoming Room – library use only; 25 person maximum
- WBL – maximum of 18 people – guidelines per service area:
 - Upper level – 12 person maximum with 6 feet of social distancing
- WBL meeting room – 6 person maximum per day
- WBL basement program space - closed

Library Services:

- Access to library services will be broadened during Phase 2; time limits in the building will continue as indicated below.
 - Staff is available via phone at 307-682-3223 (CCPL) and 307-464-0500 (WBL) to answer questions.
 - Curbside service is available for customers who do not need to enter the library; curbside service includes checkouts, faxing, and scanning.
 - Reference services (questions/requests) are available by calling 307-687-0115 (CCPL) and 307-464-0500 (WBL).
 - Digital content is available 24/7 at the library website at www.ccpls.org.
 - Browse and select items for checkout in the building (limit of 60 minutes in library).
 - Adult computers accessible at Technology Center, session length returns to normal software allowances (limit 1 person per computer).
 - Digitization station/microfilm computer available for public use.
 - Copying, faxing and scanning services available at Tech Center.
 - Designated *News-Record* computer and Census computer available for patron use.
 - Notarizations available; there may be a waiting period
 - Interlibrary loans suspended until most Wyoming Libraries re-open.
 - Children's department open for browsing; children's computers not available.
 - Young Adult department open for browsing, limited programming; young adult computers available (2 hours maximum).
 - Pioneer Rooms I and II available: one group per room per day, limit of 6 people per room, or 12 people if Pioneer I and II are combined to one meeting space.
 - WBL meeting room available for groups of 6 or less people per day.
 - Outreach Services available with limited patron contact and as allowed by facilities.
 - Seating areas and use of table space limited to assure building capacity not exceeded and a minimum of 6-foot separation in-between individuals.
 - Study rooms available by appointment, one use in the morning, and one use in the afternoon, per room; 2 hour limit.
 - Most library programs limited to virtual/digital format (virtual story times, etc. will continue to be posted on social media/library website); some programs may resume under limited circumstances.

Phase 3: Patron Access with some limits (August 24, 2020)

(Continued minimal, stabilized infection rates demonstrated for a minimum of six weeks)

Hours of Operation:

Regular hours resume:

- Campbell County Public Library
 - Monday-Thursday (9:00am to 9:00pm)
 - Friday-Saturday (9:00am to 5:00pm)
 - Sundays as per Sunday Schedule, September - May (1pm-5pm)

- Wright Branch Library
 - Monday, Tuesday, and Thursday (10:00am to 8:00pm)
 - Wednesday and Friday (10:00am to 5:00pm)
 - Saturday (10:00am to 2:00pm)

Patron access:

- CCPL children's room – 6 feet of social distancing
- CCPL adult book stacks – 6 feet of social distancing
- CCPL Technology Center – 6 feet of social distancing
- CCPL Young Adult area – 6 feet of social distancing
- CCPL Meeting Rooms
 - Wyoming Room – Meetings of 50 or less allowed with 6 feet of social distancing
 - Pioneer Rooms I & 2 – Meetings of 12 or less allowed with 6 feet of social distancing; 24 people are allowed with 6 feet of social distancing if Pioneer I and Pioneer II are combined to one meeting space.
- CCPL George Amos Room – Closed to public until further notice.
- CCPL Magazine Area – Closed to public until further notice.
- WBL upper level – 6 feet of social distancing
- WBL meeting room – Meetings of 20 or less allowed with 6 feet of social distancing
- WBL basement program space – Patron access allowed for program attendance only, no more than 50 allowed with 6 feet of social distancing.

Library Services:

- Access to library services will be broaden further during Phase 3.

- Staff is available via phone at 307-682-3223 (CCPL) and 307-464-0500 (WBL) to answer questions.
- Curbside service is available for customers who do not need to enter the library; curbside service includes checkouts, faxing, and scanning.
- Reference services (questions/requests) are available by calling 307-687-0115 (CCPL) and 307-464-0500 (WBL).
- Digital content is available 24/7 at the library website at www.ccpls.org.
- Browse and select items for checkout in the building, no time limit.
- Adult computers accessible at Technology Center, session length returns to normal software allowances (limit 1 person per computer).
- Children's Department open for browsing; children 3rd grade and younger must be supervised by a caregiver, children's computers available with 6 feet of social distancing.
- Young Adult department open for browsing, limited programming; young adult computers available with 6 feet of social distancing, session length returns to normal software allowances.
- Digitization station/microfilm computer, and 3D printer available for public use.
- Copying, faxing and scanning services available.
- Designated News Record computer and Census computer available for patron use.
- Notarizations available without an appointment.
- Interlibrary loans available.
- Outreach Services available as usual, 6 feet of social distancing is required.
- CCPL program attendance in Wyoming Room limited to 50 people, including staff, with 6 feet of social distancing required.
- CCPL program attendance in Pioneer Rooms limited to 12 people per room, or 24 people in combined rooms, including staff.
- WBL program attendance in meeting room limited to 20 people including staff.
- WBL program space in basement limited to 50 people including staff, with 6 feet of social distancing required.
- Larger programs may be considered as public health orders allow.
- Seating areas and use of table space limited to assure a minimum of 6-foot separation in-between individuals.
- Study rooms available by appointment, one use in the morning, and one use in the afternoon, per room.
- Virtual programming available at a reduced level.

Phase 4: Full Access – Normal Operations Reinstated (with new building sanitation protocols)

(Upon notification of County Health Officer)

Normal library policies and procedures, including all library programming and full access to meeting rooms, will be in effect once the Library Board of Trustees are confident that no further restrictions by state or local government officials will be placed on the library.