

## COVID-19 Phases of Reopening – Wilberg Memorial Public Library

### Phase I: Closed to Public

Using Polk County Covid-19 Dashboard (<https://arcg.is/1bmeOm>), this phase takes effect when case activity is listed as “Very High” which is calculated based on a combination of case rate positivity and case trajectory of the previous 14 days.

- Service continues at current reduced hours
- Pick-up holds at drive up window
  - Flexibility with printing/copying/faxing through the drive up window as well.
- Library Board meetings take place online
- All programming done through drive up window or virtually

### Phase II: Appointments Only

This phase should take place when the Polk Co Dashboard notes the activity level as “High” AND upon the agreement of the library director and library board president.

- Service continues at current reduced hours
- All holds pick-ups at drive up window
- Patrons may call for appointments to use the library for 30min-1hour
  - One family unit per appointment
  - Masks Required
- Library Board meetings may take place in-person in the large meeting room spaced at least 6 feet apart upon agreement by library board members and director. There may be an option for attending virtually as well.
- All programming continues through drive up window or virtually

### Phase III: Reduced Capacity

This phase should take place when the Polk Co Dashboard notes the activity level as “Medium” AND upon the agreement of the library director and library board president.

- Service continues at current reduced hours
- Limit to 10 patrons in library at a time
- All holds picked up through drive up window
- Masks Required
- Library Board Meetings may take place in-person in the large meeting room spaced at least 6 feet apart upon agreement by library board members and director. There may be an option for attending virtually as well.

- All programming continues through drive up window, virtually, or as passive programming in library space
- Toys still not available in children's area

### **Phase III: Full Capacity/Normal Hours**

This phase should take place when the Polk Co Dashboard notes the activity level as "Low" AND upon the agreement of the library director and library board president.

- Service continues at usual, pre-covid hours
- Full Capacity
- Discontinue drive-up window services
- Masks Required
- Library Board Meetings may take place in-person in the large meeting room spaced at least 6 feet apart upon agreement by library board members and director. There may be an option for attending virtually as well.
- Programming may continue as usual at the discretion of the Youth Service Librarian and Library Director.
- Toys available in children's area