Baker County Library District
Board of Directors
Regular Meeting Agenda
Monday, Sep 14, 2020, 6:00 – 8:00 pm
Virtual Meeting held electronically via GoToMeeting
Kyra Rohner, President

Please join from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/978305965

You can also dial in using your phone.
(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (312) 757-3121
- One-touch: tel:+13127573121,,978305965#
Access Code: 978-305-965

I.	**CALL TO ORDER**	Rohner
II.	**Consent agenda (ACTION)**	Rohner
	a. Additions/deletions from the agenda	
	b. Minutes of previous meeting	
III.	**Conflicts or potential conflicts of interest**	Rohner
IV.	**Open forum for general public, comments & communications**	Rohner
	In the interests of time and to allow as many members of the public an opportunity to speak, the board asks guests to limit remarks to five (5) minutes if speaking on behalf of an individual, or ten (10) minutes if speaking on behalf of a group or organization.	
V.	**OLD BUSINESS**	
	a. **Report on Pandemic Response Activities**	Stokes
VI.	**NEW BUSINESS**	
	a. **State of Emergency Policy (ACTION)**	Stokes
	b. **Continuation of Services Plan (ACTION)**	Stokes
VII.	**REPORTS**	
	a. Director	Stokes
	b. Finance	Hawes
VIII.	**Next meeting: Oct 19, 2020 *3ʳᵈ Monday**	Rohner
IX.	**ADJOURNMENT**	Rohner

The times of all agenda items except open forum are approximate and are subject to change. Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Topics marked with an asterisk* are scheduled for the current meeting's executive session.

ORS 192.660 (2) (d) Labor Negotiations	ORS 192.660 (2) (e, j) Property
ORS 192.660 (2) (h) Legal Rights	ORS 192.660 (2) (a, b, i) Personnel

The Board of Directors meets on the 2nd Monday each month from 6.00 to 8.00p via online webconference software . The meetings are open to the public. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

Library Board Meeting – Annotated Agenda

Monday, Sep 14, 2020, 6:00 pm

Notes prepared by Library Director Perry Stokes

<u>Annotated Agenda</u>

I.	CALL TO ORDER	**Rohner**
II.	Consent agenda (ACTION)	**Rohner**

      a. **Additions/deletions from the agenda**

      b. **Minutes of previous meeting**

Attachments:
- II.b.i. Board meeting minutes, Aug 10 2020

III.	**Conflicts or potential conflicts of interest**	**Rohner**
IV.	**Open forum for general public, comments & communications**	**Rohner**
V.	**OLD BUSINESS**	

   a. **Report on Pandemic Response Activities**   **Stokes**

Attachments:
- V.a.i. Recommended Reading on COVID-19 issues

At the August 10 board meeting, I reported that Baker County cases were up to 40. As of Sunday, 9/13/20 the case count is at 90. Although Baker was taken off of the state watch list on Sep 3, weekly case growth rates have been up and down and test positivity percentages have continued to be high.

While trends in counties to our northwest, Umatilla and Morrow, have improved, cases and testing rates in Malheur county south of us continue to be extremely high in proportion to their population. Visitation from Boise metro area Idahoans may be a significant factor with the high rate of Malheur cases. Over the next couple of weeks, cases may spike again with more visitors in our area for the Labor Day holiday.

Over both the last 21 and 28 days, Baker still has the highest percentage of case number increases in the state. I am looking for consistent low metrics and downward trends to relax current service restrictions.

The new Continuation of Services Plan I will be presenting under New Business segment of tonight's meeting agenda has more details.
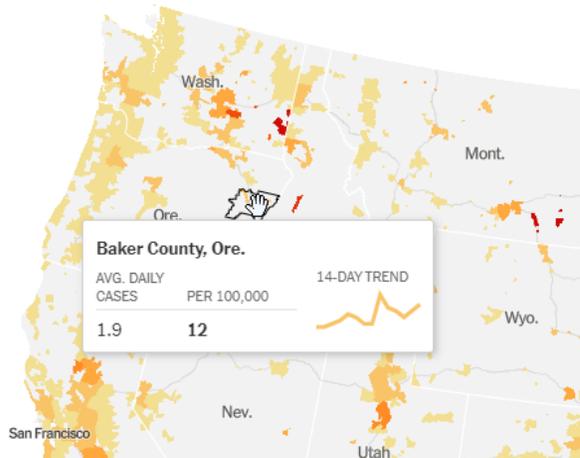
Baker schools have begun the year with [distance learning (online classes) only](). To support students, BCLD IT Manager Jim White contacted Baker 5J school about Internet availability and was informed that the school is providing hotspots to all families that don't have home Internet

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service. We haven't yet determined the need in areas served by other school districts in Baker County.

For the past couple of years, White has explored the potential of BCLD providing hotspots for loan to the public but has found that no provider yet has service that extends countywide for their devices. Nevertheless, given the new pandemic context, I'm having White go ahead and obtain about 10 units through TechSoup, an organization that makes software and hardware available at discounted rates for non-profits. The coverage for these units may be limited in our frontier area, but I expect they'll be useful and in high demand just in the Baker valley. I will be pursuing state COVID-19 grant reimbursements for these units.

As school resumed this week, the library learned that schools found themselves a little short on the number of WiFi hotspots needed for students. Upon speaking with 5J Superintendent Mark Witty and Angela Lattin at Brooklyn Elementary, some students will need 3 or 4 hours of access until additional hotspots can be distributed. To accommodate this anticipated short-term need, BCLD will be allowing families extended time in our Study Rooms. This is a special allowance to our current Limited Access Service mode in which all patrons are permitted only up to one-hour maximum of time inside the library building. Since this need only became apparent late in the week, we are unsure of the demand at this point. We do only have four Study Rooms available, however, so will be making them available on a first-come first-serve basis and to be fair must allow homeschool families the same opportunity, as well as enrolled students.

VI.   NEW BUSINESS

a. State of Emergency Policy (ACTION)   Stokes

Attachments:
- VI.a.i. State of Emergency Policy

This policy provides emergency authority to alter or suspend other district policies previously approved as needed in a crisis, and establishes a process for crafting a Continuation of Service Plan to help guide alternative library service models in coordination with the Board.

b. [Continuation of Services Plan](#) (ACTION)   Stokes

Attachments:
- VI.b.i. Continuation of Services Plan DRAFT
- VI.b.ii. Face Covering Procedure

The need for this plan became evident at the end of June, when I was incapacitated by an unforeseen medical event and in my absence the staff Leadership Team was asked to make a determination on re-opening the library for public visitation. The team felt that a new guidance structure would be helpful for making such determinations in the future – whether for relaxing service restrictions or for reinstating constraints up to a lockdown.

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Monday, Sep 14, 2020, 6:00 pm
Notes prepared by Library Director Perry Stokes

While the COSP document is still a dynamic work in progress, I am presenting for Board review and input and approval in its living form. This element which may be most subject to change is the employee health screening segment, for which I am seeking review and input from the Baker County Health Authority.

I've based this plan on a model crafted by the Albany Public Library in New York state. It is a comprehensive document that establishes what metrics will inform the decision process and source resources to use.

I'm also presenting a Face Covering Procedure policy document based on a model from Lake County Library District. This defines the district's expectations of staff to wear a face cover as personal protective equipment. Since this is a procedural document, this is for board information only. No approval action is necessary.

VII.   **REPORTS**
        a. **Director**   **Stokes**
Facilities & vehicles
- New paper towel dispensers to replace hand air dryers - arrived and will be installed
- Wall mount air filter in staff work room- antiquated & will be replaced with more efficient unit(s).
- Radon mitigation project - installation of vent enclosure planned next week
- HVAC system maintenance - change of contractor in progress
- Door locks - Garden Room lock seized up, still sticky. Mechanisms will be rebuilt/replaced as needed.
- Building ventilation improvements - old restrooms, wall-mount air purifier units, controls set for shorter daily unoccupied period so air system running longer.
- Fall bulbs to be planted - Ed taking recommendations.

Personnel
We are in the process of filling an open part-time Library Assistant position for Sundays and a couple of short weekday shifts.

Safety & Security
Given the increasing severity of wildfires, I am asking staff to identify critical documents and materials that would be needed for preservation during an evacuation scenario. Redundant backup systems are already in place for administrative staff.

Technology
Jim continues to troubleshoot technical difficulties with accessing our UniFi Wireless Access Points with public address speakers. He was disturbed to find that the manufacturer will be ceasing support for these devices which we obtained only about 3 years ago. If no replacement model is released, we may need to explore a separate public address system.

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Notes prepared by Library Director Perry Stokes

      b. Finance   **Hawes**

Report documents to be distributed at the meeting.
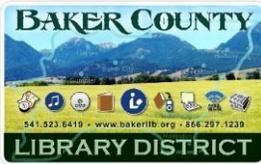

VIII.   **Next meeting:** <mark>Sep 14, 2020</mark>   **Rohner**

Please let me know if you have any agenda items to request.

IX.   **ADJOURNMENT**   **Rohner**

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| Call To Order | The meeting took place online, utilizing *GoToMeeting* web conference platform. This meeting represents the Baker County Library District located at 2400 Resort Street, Baker City, Oregon.

Attendees included Directors Gary **Dielman**, Kyra **Rohner**, Betty **Palmer** and Beth **Bigelow**; along with Business Manager, Christine **Hawes**; Library Director, Perry **Stokes** who set up the meeting and was the host; and BCLD staff Ed **Adamson**, Facilities Specialist.

After greetings and verification of who was present, President of the Board, Kyra Rohner, called the **meeting to order at 6:03pm**. A quorum was confirmed.

Stokes shared his screen with the board packet for all to view in *GoToMeeting*. |
|---|---|
| **Consent Agenda** | Rohner asked any changes to the agenda. There were none. She asked for a motion to approve the agenda and the minutes from the last meeting. **Palmer made a motion to approve the consent agenda; Bigelow seconded; motion passed unanimous (4 yea, motion passed unanimous)**. |
| **Conflicts or Potential Conflicts of Interest** | Rohner asked for any conflicts of interest for board members. There were none. |
| **Open Forum for general public** | With no members of the public present, Rohner asked Stokes whether he had any messages from the public to share with the Board. Stokes had none to relay. |
| **OLD BUSINESS: Report on Radon Gas Assessment** | Rohner introduced the Old Business agenda item and handed the meeting over to Stokes. Stokes asked district Facilities Specialist Ed Adamson to report on the Radon gas findings for the main branch.

Adamson said that the Radon Mitigation project is tied in with the COVID-19 mitigation. He referenced a report he submitted and that was shared with the board. Stokes displayed the Radon Mitigation Report from Adamson on screen and scrolled through as Adamson spoke. Adamson said that some of the mitigation overlaps for the two hazards, since they're both related to ventilation and the need for clean air. Adamson reviewed the testing results and report. He has been working with Larry Abel on the Radon issue who has expertise is this area. He has also been speaking with several officials in our County.

Adamson recommends installation of a large fan in the southwest corner of the older section of the building. The highest numbers were in the children's |
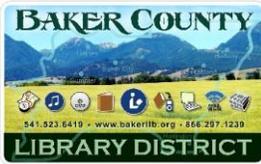
collection corner. He has determined that tapping into that area and installing a fan to extricate the gas is the best option. He contacted Kevin Bell to check on legal liability for the district. Bell reported that while he was unaware of any case law, he felt there is liability should the issue not be addressed. Bell recommended the district act with due diligence. Adamson believes the fan will meet that criteria. He advised that the board consider this an investment in staff health since they spend the most time in the building. Failure to act could negatively impact staff morale as well as being a liability issue. Studies indicate that Radon can exasperate lung cancer and other health conditions. Radon mitigation research recommends air movement and pulling air in from outside and air mixture.
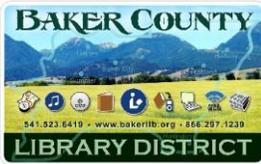
Adamson reviewed the section of his report that explains the overlap of the both Radon levels and COVID-19 hazards. He is exploring a variety of strategies to improve ventilation or air purification for the Baker building. One of the options involves modernizing the HVAC system controls.

Adamson has already adjusted the "occupied" settings on the HVAC system to run at longer hours and bring more fresh air into the building. He explained that while this is an improvement, it is not an optimum solution. Adamson described the testing process which to date has amounted to a district cost of $1,200. He discussed the need to address aging HVAC system components and his activity of exploring potential grants. He talked about the challenges of safely moving air throughout the building. He is conscientious about cost efficiency and estimated the project would be in the range of $10,000-$15,000. In summary, he said that Radon is a substantial hazard; though it is not an urgent crisis it does need to be proactively addressed since cumulative exposure increases the health hazard.

Dielman asked about seasonal effects and greater expense due to HVAC system settings, such as higher gas or energy bills in winter with more air being pulled into the building. Adamson said that since fresh air must be conditioned as it is brought into the building, there will be an additional energy cost associated. However, at this stage, he did not have enough information on hand to estimate that cost.

Dielman asked when the second phase of Radon testing will be complete. Adamson responded it should be done within a week and explained the testing process. Once the fan has been installed, he will let it run for 2 to 3 weeks, hen will re-test. Adamson shared a photo of the fan and described the installation requirements.
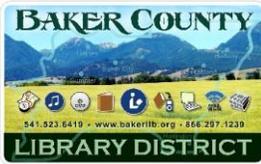
Dielman asked about the highest Radon level that would be acceptable as compared to the levels being found in the Baker building. Adamson said that
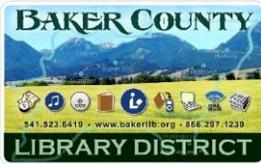
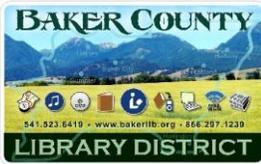|	
	this area calls for 4.6 Peko meters per million, 4 is considered the hallmark. Anything under that is fine, anything over that is high. Test readings at the Baker branch are up to 14. He explained how Radon levels change depending on location over the continent, and the effect of the tectonic shifts. Dielman said he now sees why the board should be concerned with the target level of 4, and we are 10 to 14. Palmer asked Adamson if he is concerned for the branches. Adamson confirmed that he is concerned, primarily about Huntington that is near the higher concentration in Idaho. He explained the risk factors for each branch. Stokes summarized that the project cost thus far is $1,200. Next steps are to retest and determine if the data is valid and what work is needed. The revised cost estimate is well within the approved budget, so the district won't need to tap into its reserves. Adamson said he is trying to minimize the cost and take the steps in phases. Rohner sought confirmation with Stokes that board action was unnecessary at this point, given the project budget reduction. Stokes affirmed that the current approved budget covers the project work, so no special board action is required. Rohner asked for the topic to be on future agenda when we have done more testing and the results. Rohner asked if there were further questions for Adamson; there were none. Palmer thanked Adamson for his report. Ed left the meeting.
Report on Pandemic Response Activities	Stokes said that Baker County cases are now up to 40, with a recent increase of 2 cases. Baker County has been added to the Governor's county "Watch List" based on a combination of transmission risk factors. Stokes reviewed an interactive map from the New York Times website, showing Baker data as compared to neighboring counties. Stokes outlined the district's current Limited Access service model and safety protocols. He talked about Baker school plans to provide distance learning for the first 9 weeks. Palmer said schools are anticipating a change to be announced this week on rural county criteria for school operations. Stokes reviewed additional Oregon factors and data as well as Idaho counties. Stokes reported that visitation to the main branch has been moderate. We are seeing just over 300 visits per week. Pre-pandemic numbers were 200-300 each day. Stokes has been working with Adamson to install air scrubber units in enclosed spaces with poor ventilation. He has submitted reimbursements requests to the state and talked about the latest grant rounds.

	Stokes has purchased touchless thermometers and other items in case these are needed for staff screening. He reviewed various orders for staff PPE, health monitoring devices, and workspace surface and air disinfection. He asked for any questions. Dielman had an observation, he experienced the use of handheld thermometer today. It read a little low. Stokes responded that he has read that is typical for new units out of the box and that they need to be calibrated for more accurate readouts. With no further comments, he moved on to reports.
NEW BUSINESS:	None
REPORTS: **Director Report**	Stokes gave the Director's report doing a short review of the highlights: **Administration** - Stokes is beginning to compile data for the annual Oregon Public Library Statistical report due at the end of October. This is for FY2019-2020 **Associations** - Libraries of Eastern Oregon (LEO) has hired an executive director. The organization has been without a director for about a year after Brian Vegter stepped down last September. The new hire Stephanie Chase has significant experience with libraries and nonprofits. He talked about what LEO is doing. **Friends** – has not met recently. No report from the Foundation. **Facilities & Vehicles** – The district has had a maintenance contract with Scotts Heating for a few years. Scotts had taken over district HVAC maintenance when Cook & Emele shut down. Unfortunately, it seems that our service contract cannot continue to be fulfilled since Scott's lost a key technician who was boiler certified. Adamson is looking for an alternative. Adamson has installed air sanitation units for small room spaces. He is also planning to place UV lamps in HVAC air intakes. He has almost completed the door vents. In restrooms, air blowers for hand drying have been removed since they are notorious for spreading germs around. They will be replaced with with contact-free paper hand towel dispensers. Dielman asked about the archive room. Stokes described climate control concerns with that room and the long range plan to move archival materials into what is now the Reference Room. **Grants** – Stokes reported that BCLD did not win an EBSCO solar grant award again this year. This year was the third attempt. As long as the annual award keeps being offered, BCLD will keep applying.

	Missy has begun to work on the Ready-2-Read grant application that is due annually at the end of August. The grant is expected to be about 60% of what we budgeted.

Programs – Staff continue to deliver programs digitally. Stokes is pleased with the innovative take-out craft kits they have created and made available at the front desk and drive-up window.

Sage now has an official computer app that gives patrons the ability to access library materials through their smart phones or other devices. There were some bugs that need to be worked out initially, but those are believed to be resolved.

Personnel – Stokes is beginning to prepare for staff training in October. He is looking at doing that meeting remotely as well. There is usually around 25 people in attendance.

Safety – Stokes has had staff keep track of compliance issues they are seeing. He went over the categories being tracked. Most issues we are seeing is no masks, improper wear or removal of masks. The library does have disposable masks to issue to people at no charge if they don't have their own. One of the most common problem issues is people wearing their mask below the nose; the district has signage directing people to put them up on the bridge of the nose to be effective. Stokes has read that science shows nasal passages are both most vulnerable to infection and harbor the highest viral load when someone is contagious. Stokes intends to have audio reminders set to automatically broadcast on the main branch PA system, but there is currently technical difficulties preventing live and new broadcasts.

Technology – IT Manager Jim White is troubleshooting technical difficulties of our public address system will be working to extend the reach of our wireless Internet service into the park. |
| **Finance Report** | Financial reports created and scanned by Hawes were displayed for the board on screen in *GoToMeeting*; Stokes scrolled through for the board to follow along with Christine's narration.

The *General Fund* received tax turnovers in August totaling $5,756.97 in prior year taxes. The cash carryover at July 1 is quite a bit more than budgeted. Most all FY19-20 bills have been paid, but some may still accrue back to the prior fiscal year. **Personnel Services** is on target with the budget looking at percentage spent in salaries and related expenses. The August PERS will be |

billed on the 27th and will bring the percentage up to expected. In **Materials & Services**, the Visa invoice was one of the highest we've ever had totaling $13,354.08. Visa expenditures included two large purchases from Aerus Electrolux of $4,176 and another $5,379 for air sanitizer units to be installed in small spaces identified to have poor ventilation. It also included DVD purchases of $1,174.95, Costco $129.99 for a large fan, Lew Brothers Tire Service $162.99 for library pickup brake repair, and $859.95 for equipment to enhance Work-From-Home (WFH) for Stokes including a live stream camera, Seagate backup unit and an HP laptop. Building and Grounds also included landscape supplies totaling $451.06 for plants and bark.

The *Other Funds* has written a check to Visa of $33.83 for shipping costs of Amazon books sold after having made $316 in sales income last month.

The *Sage Fund* wrote a large check to ORBIS Cascade for the annual courier contracts that are paid up front every year totaling $45,889.58. This check is mailed with tracking to verify it is delivered to them. There is one more of these invoices to come. It also made an electronic payment to Jon Georg, the System Specialist of $5,305.
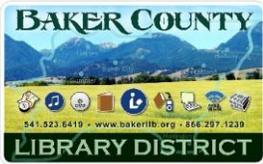
Other news, quarterly payroll taxes were filed on time. Personnel records have been updated for raises and position changes as budgeted.

There were no further questions.

Hawes asked Rohner is she is available to sign checks tomorrow. There are 26 checks to sign.

Stokes had one additional comment. He plans to roll out more digital resources through next spring for patrons to access from the safety of their own homes. We have added a link to the Oregonian on the website. He pulled that up the trial subscription and reviewed what they offered. Access from outside the library network requires a library card number for authentication. After the trial period is over, we will likely subscribe. Dielman talked about his frustrating experience of doing research on the Internet and finding the first paragraph of an article but in order to read the article you have to pay a fee. He will use this resource. Stokes looked at categories offered and search options. Stokes talked about other content in the NewsBank resource, such as Baker City Herald, East Oregonian and other regional newspapers.

Stokes said that he also needs to do more advertising that the Library is open. Many people are reportedly unaware and surprised to learn the library is open.

	Rohner asked if there were any more comments. Bigelow thanked Stokes for his thorough report. Stokes said that there was a recent news story of Dr. Fauci recommending goggles as part of personal protective equipment. He said about a month ago, the district purchased goggles for staff to use since he had read strong evidence that eyes may also be vulnerable point for the virus. The news item was a nice validation of getting those supplies for staff. They are not required wear; staff may opt to wear them in combination with other PPE gear as they wish. Dielman said that he is sympathetic with the challenges of getting people to comply with safety protocols.
Next Meeting Date	The next regular Board of Director's meeting will be September 14, 2020
Adjourn	The meeting was adjourned at 7:16 pm. Respectfully submitted, Perry Stokes, Secretary to the Board PS/ch
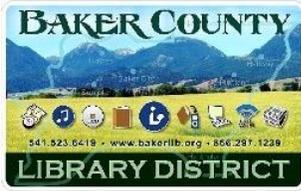
STATE OF EMERGENCY POLICY

PURPOSE:

BCLD is committed to creating and maintaining a safe and healthy environment for both the public and employees. If a State of Emergency is declared by local, state, or federal officials or emergency action is deemed necessary by the Library's Board of Directors, the library's goal is to follow the health, safety, and operation guidelines enacted or recommended by those governments. To achieve this goal, the library may need to temporarily override some of its established policies in accordance with the type, severity, and duration of the current state of emergency.

POLICY:

In a State of Emergency, this policy will take precedence and override conflicting policies in order to preserve and ensure the safety of the library's staff and patrons.

The following are examples of policies and service that may be impacted:

- Code of Conduct
- Gift Materials and Donations
- Meeting and Study Room Use
- Programming and Outreach
- Technology Use
- Service to Children
- Group Visits from Schools, Daycare, or Other Organizations
- Test Proctoring
- Volunteer

Restriction of library services and operations will be determined in accordance with any applicable executive orders from the state and local government and executed by the library executive director in coordination with the Board of Directors.

During a state of emergency, the administration is to create a Continuation of Services Plan that outlines these restrictions and describes a plan for possible alternate service delivery methods. This plan will be implemented once passed by the Board of Directors and reviewed at each scheduled and emergency board meeting until the emergency period is no longer in effect.

Administration will communicate necessary operational changes to the staff, patrons, and the public as quickly as possible and as safety allows.
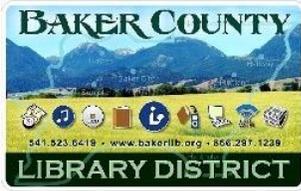
CONTINUATION OF SERVICE PLAN: COVID-19 PANDEMIC

PURPOSE

This document ("The Plan") is intended to provide guidance for continuation of Baker County Library District (BCLD) services in the context of the COVID-19 pandemic according to information gathered or provided by BCLD Administration, Safety Committee, CDC, county, state, and WHO guidelines. The Plan is a dynamic document and may be customized as needed according to changing conditions and the capacity of the organization, while keeping the health and well-being of staff and patrons at the forefront of consideration.

HISTORY

Due to the outbreak of COVID-19, the disease caused by the coronavirus (SARS-CoV-2), BCLD operations have been drastically reduced. Impact has included shutting down of physical operations and moving to an entirely virtual service model. The initial closure of all buildings, and shifting to virtual services, started March 29. Checkout of physical materials through the drive-up window at the Baker branch resumed beginning May 18, and on June 1 the library reopened to the public for visitation sessions by appointment. On June 15, visitation was relaxed to non-appointment visitation, but the library closed again on June 17 in response to an explosion of cases in Union and Malheur counties. In early July, Oregon's Governor mandated face coverings statewide, Baker saw significant improvement to case rates in neighboring counties, and the library implemented various new precautionary measures based on growing evidence of aerosol transmission of the virus. On July 20, with approval of a majority of staff, the library reopened again for Limited Access services of strict headcounts and time restrictions.

FACTORS

Three factors are being taken into consideration while drafting this plan. First is **staffing capacity**. The library Administration recognizes that due to health issues or family obligations some staff may not be able to fully return to work. The Plan will help the library to staff public service desks in a way that minimizes exposure. The second is the capacity of the library to keep up a **heightened cleaning protocol**, including staffing and supplies. The third is the ability for library leadership to **pivot in case of a "second wave"** of coronavirus spread and the need for the organization to revert back to a previous phase or shut down operations again in the face of another high risk outbreak threat.

Contents

KEY METRICS FOR RISK LEVELS

Key metrics for use in determining when to transition between service phase levels are primarily based on public health indicators established by the Oregon Health Authority and the Oregon Department of Education in its "Ready Schools, Safe Learners" guidance.

There are three levels of metrics:
1. SET 1 represents improving conditions that would be required for advancement in Phase level.

   County Metrics – all indicators met three weeks in a row:
   - County meets at least 5 of 6 OHA Public health indicators
   - County is not on the state "watchlist"
   - Case rate: ≤10 cases per 100,000 population in the preceding 7 days*
   - Test positivity: ≤5% in the preceding 7 days
   - Risk levels low or improving for at least 5 of 7 neighboring counties
     - Harvard Global Health Institute (low = green/yellow)
     - COVID-19 Event Risk Assessment Planning Tool (low = ≤25%) *Event size of 25

2. SET 2 refers to warning indicators of increased COVID-19 spread in the community that would indicate the need to **_plan_** for regressive Phase transition. If one or more of the following metrics are met for more than one week in a row, **planning** for regression should occur

   County Metrics- any two indicators met more than one week in a row:
   - County fails to meet 3 or more of applicable OHA Public health indicators
   - Case rate: ≥20 cases per 100,000 population in the preceding 7 days*
   - Test positivity: ≥7.5% in the preceding 7 days
   - Region 9 ICU bed capacity: ≥80% in the preceding 7 days and trending up
   - Risk levels moderate or worsening in 4 or more neighboring counties
     - Harvard Global Health Institute (moderate = orange)
     - COVID-19 Event Risk Assessment Planning Tool (low = ≥50%) *Event size of 25

3. SET 3 indicates red alert for disease spread in the community that would prompt initiation of regression of service Phase down to a level deemed appropriate for circumstances. Skipping levels may be necessary for sudden significant risk. If one or more of the following metrics are met for more than one week in a row, regression should be initiated.

   County Metrics- at least three indicators met more than one week in a row:
   - County fails to meet 4 or more of applicable OHA Public health indicators
   - Case rate: ≥30 cases per 100,000 population in the preceding 7 days*
   - Test positivity: ≥10% in the preceding 7 days *This metric may exclude cases associated with corrections and detention facilities and other settings without direct association with community spread
   - Region 9 ICU bed capacity: ≥90% in the preceding 7 days and trending up
   - Risk levels high or worsening in 4 or more neighboring counties
     - Harvard Global Health Institute (high = red)
     - COVID-19 Event Risk Assessment Planning Tool (high = ≥75%) *Event size of 25

As additional information about transmission and effective treatments of COVID-19 becomes available, these metrics may be altered. These metrics will be reexamined, and reaffirmed or updated periodically.

PHASED APPROACH TO REOPENING

Phases may be contingent upon state directives and/or in coordination with regional health, library, school, or other local government agencies.

Phases in this Plan are designed to parallel both the Phased Re-opening framework provided by Oregon Governor Brown, and the color-coded Covid Risk Levels from Harvard Global Health Institute.

COVID RISK LEVEL: **GREEN**

LESS THAN ONE CASE PER 100,000 PEOPLE

ON TRACK FOR CONTAINMENT

MONITOR WITH VIRAL TESTING AND CONTACT TRACING PROGRAM

#THEPATHTOZERO

COVID RISK LEVEL: **YELLOW**

1-9 CASES PER 100,000 PEOPLE

COMMUNITY SPREAD

RIGOROUS TEST AND TRACE PROGRAMS ADVISED

#THEPATHTOZERO

COVID RISK LEVEL: **ORANGE**

10-24 CASES PER 100,000 PEOPLE

ACCELERATED SPREAD

STAY-AT-HOME ORDERS AND/OR RIGOROUS TEST AND TRACE PROGRAMS ADVISED

#THEPATHTOZERO

COVID RISK LEVEL: **RED**

25+ CASES PER 100,000 PEOPLE

TIPPING POINT

STAY-AT-HOME ORDERS NECESSARY

#THEPATHTOZERO

At the time of this document's creation, State of Emergency restrictions applicable for all of Oregon, regardless of what phase a county is in, include:

- Face coverings (masks or face shields) are required for ages 5 and up in indoor public spaces and outdoors anywhere physical distancing isn't possible, including while exercising.
- Face coverings are required in outdoor public spaces when physical distancing is not possible.
- People with a disability or medical condition may request accommodation from the business if they cannot wear one. A reasonable accommodation does not require indoor service.
- All indoor social get-togethers are capped at 10 people.
- Restaurants and bars close at 10pm.
- Capacity limit for restaurants, gyms, venues (e.g. concert halls, movie theaters) is maximum of 100 people indoors, including staff.

PHASE T-MINUS TWO: PRE-BASELINE REDUCTION IN LIBRARY SERVICE
Preemptive measures put in place when an epidemic is identified as risk, but is not in our geographic region.

- Programs canceled.
- Meeting room bookings canceled.
- Study Room use by individuals, or persons from same household only.
- Sanitation and PPE supplies inventoried and enhanced, as needed.
- Cleaning procedures by staff and maintenance contractors reviewed and enhanced, as needed.

PHASE T-MINUS ONE: PRE-BASELINE REDUCTION IN LIBRARY SERVICE
Service drawback when risk level increases from an epidemic not in our geographic region.

- Library building access restricted or closed to public.
- Curbside pickup encouraged as optimal service method.
- No programs.
- No meeting room bookings.
- Study Room use by individuals, or persons from same household only.
- Sanitation and PPE supplies inventoried and enhanced, as needed.
- Cleaning procedures by staff and maintenance contractors reviewed and enhanced, as needed.

PHASE ZERO: BASELINE – STAY HOME, VIRTUAL LIBRARY SERVICES ONLY
Minimal staff present in library buildings. Staff primarily working from home or on administrative leave.

- Buildings and Bookmobile closed to the public and in-person service suspended.
- Courier suspended.
- Volunteer service suspended.
- Book drops may be closed.
- Staffing reduced to a minimum inside facilities (two staff)
- Staff work hours reduced; schedules coordinated to minimize general workplace outbreak
- Remote public service hours reduced
- The library provides online reference and research.
- The library provides reference and research by phone.
- The library provides online programming and content.
- New investments in eContent material.
- Building and grounds maintained.
- Contract Janitor and Maintenance services reduced or suspended.
- Senior Administration and Business departments continue to function, both in building and virtually.

PHASE ZERO A: VIRTUAL LIBRARY SERVICES ONLY, STAFF RETURN TO BUILDINGS

- Library facilities remain closed to the public.
- Sanitation procedures by staff and maintenance contractors reviewed and increased, as needed.
- Courier suspended.
- Volunteer service suspended.
- Book drops may be opened.

- Staff work hours may be reduced; schedules coordinated to minimize general workplace outbreak
- Remote public service hours reduced
- Staff will be expected to complete job-specific duties and tasks.
- The library will provide online reference and research.
- The library will provide reference and research by phone.
- The library will provide online programming and content.
- New investments in eContent material.
- Building and grounds maintained.
- Contract Janitor and Maintenance services reviewed and adjusted, as needed.
- Senior Administration and Business departments continue to function, both in building and virtually.

PHASE ZERO B: ALTERNATIVE DELIVERY OPTIONS FOR MATERIAL
- Patrons may request material online or by phone.
- Library materials will be provided to patrons via curbside pickup at limited locations.
- Staff may provide delivery service.
- Book drops opened.
- Library facilities will remain closed to the public.
- Staff will be expected to complete job-specific duties and tasks.
- The library will provide online reference and research.
- The library will provide reference and research by phone.
- The library will provide online programming and content.
- New investments in eContent material.
- Building and grounds maintained.
- Select buildings (those that will be opened in the next phase) will be cleaned and sanitized.
- Senior Administration and Business departments continue to function, both in building and virtually.

PHASE 1A: OPENING OF SELECTED LOCATIONS WITH PATRON IN-BUILDING USE BY APPOINTMENT ONLY
This Phase is contingent on the library's capability to assume increased risk and expand services. Before it can begin, this phase will be presented by library administration to the staff for approval.

- Library facilities will be open at limited locations.
- In-person library transactions will be by appointment only.
- Hours will be reduced.
- Book drops opened.
- No programs.
- No public restrooms.
- No Meeting Room use.
- Study Room use by individuals, or persons from same household only.
- Seating limited.
- Limitations on certain services.
- Limited outreach and coordinated projects with external partners.
- Library materials will be provided with a curbside pick up.
- Staff may provide delivery service.
- Patrons may request material online or by phone.

- Library facilities will remain closed to the public.
- Select buildings (those that will be opened in the next phase) will be cleaned and sanitized.
- Staff will be expected to complete job-specific duties and tasks.
- The library will provide online reference and research.
- The library will provide reference and research by phone.
- The library will provide online programming and content.
- New investments in eContent material.
- Building and grounds maintained.
- The business office continues to function, both in building and virtually.

PHASE 1B: OPENING OF SELECTED LOCATIONS WITH STRICT HEADCOUNT
This Phase is contingent on the library's capability to assume increased risk and expand services. Before it can begin, this phase will be presented by library administration to the staff for approval.

- Select library facilities will open with a strict headcount of patrons allowed in the buildings.
- Library facilities will be open at limited locations.
- Limited hours.
- No programs.
- No public restrooms.
- No Meeting Room use.
- Study Room use by individuals, or persons from same household only.
- Seating limited.
- Limitations on certain services.
- Limited outreach and coordinated projects with external partners.
- Library materials will be provided with a curbside pick up.
- Staff may provide delivery service.
- Patrons may request material online or by phone.
- Library facilities will remain closed to the public.
- Select buildings (those that will be opened in the next phase) will be cleaned and sanitized.
- Staff will be expected to complete job-specific duties and tasks.
- The library will provide online reference and research.
- The library will provide reference and research by phone.
  The library will provide online programming and content.
- New investments in eContent material.
- Building and grounds maintained.
- The business office continues to function, both in building and virtually.

PHASE 2A: OPENING OF ALL LOCATIONS WITH HEADCOUNT
This Phase is contingent on the library's capability to assume increased risk and expand services. Before it can begin, this phase will be presented by library administration to the staff for approval.

- All library facilities will open with strict headcount for number of people allowed in buildings.
- Limited hours.
- No programs.

- No public restrooms.
- No Meeting Room use.
- Study Room use by individuals, or persons from same household only.
- Seating limited.
- Limitations on certain services.
- Limited outreach and coordinated projects with external partners.
- Library materials will be provided with a curbside pick up.
- Staff may provide delivery service.
- Patrons may request material online or by phone.
- The library will provide online reference and research.
- The library will provide reference and research by phone.
- The library will provide online programming and content.
- New investments in eContent material.
- Building and grounds maintained.
- The business office continues to function, both in building and virtually.

PHASE 2B: REGULAR HOURS RESUME WITH HEADCOUNT

This Phase is contingent on the library's capability to assume increased risk and expand services. Before it can begin, this phase will be presented by library administration to the staff for approval.

- Regular library hours resume at all locations.
- Library facilities will open with a strict headcount for the number of people allowed in buildings.
- No programs.
- No public restrooms.
- No Meeting Room use.
- Study Room use by individuals, or persons from same household only.
- Seating limited.
- Limitations on certain services.
- Limited outreach and coordinated projects with external partners.
- Library materials will be provided with a curbside pick up.
- Staff may provide delivery service.
- Patrons may request material online or by phone.
- Library facilities will remain closed to the public.
- Select buildings (those that will be opened in the next phase) will be cleaned and sanitized.
- Staff will be expected to complete job-specific duties and tasks.
- The library will provide online reference and research.
- The library will provide reference and research by phone.
- The library will provide online programming and content.
- New investments in eContent material.
- Building and grounds maintained.
- The business office continues to function, both in building and virtually.

PHASE 3A: UNRESTRICTED REGULAR HOURS

This Phase is contingent on the library's capability to assume increased risk and expand services. Before it can begin, this phase will be presented by library administration to the staff for approval.

- Patrons may be allowed in buildings without a headcount.
- No in-building programs.
- Some public restrooms opened.
- No Meeting Room use.
- Study Room use by individuals, or persons from same household only.
- Seating limited.
- Limitations on certain services.
- Limited outreach and coordinated projects with external partners.
- Library materials may be provided with a curbside pick up.

PHASE 3B: EASING PATRON RESTRICTIONS

This Phase is contingent on the library's capability to assume increased risk and expand services. Before it can begin, this phase will be presented by library administration to the staff for approval.

- Library programming begins on a limited basis with hard caps for program attendance and number of programs offered in each building.
- Programming open to residents only.
- Some public restrooms opened.
- Meeting Room use limited to groups of no more than 6 people.
- Study Room use by individuals, or persons from same household only.

PHASE 4: NEW NORMAL OPERATIONS

This Phase is contingent on the library's capability to assume increased risk and expand services. Before it can begin, this phase will be presented by library administration to the staff for approval.

- Due to the possibility of a "second wave" of COVID-19 in the fall, the library will follow all established protocols, as listed here, until sometime in 2021 when a clear medical treatment for the virus is discovered. (These protocols are informed by CDC, county, state, and WHO guidelines.)
- Library programming on a limited basis with hard caps for in-person program attendance and the number of programs offered in each building.
- Meeting Room use on a limited basis with hard caps for in-person program attendance and the number of programs offered in each building.
- Study Room use by individuals, or persons from same household only.
- Social distancing of computers and equipment.
- Self-checkout stations.

SAFETY PLAN

It is considered a best practice for each business or entity to develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. While many of the aspects of this requirement are already covered in the BCLD's: **COVID-19 Safety Procedures (See Appendix)**, the remaining issues need to be clearly stated.

This document, an Addendum to the CONTINUATION OF SERVICE PLAN: Guide to Reopening During COVID-19, addresses these aspects.

1) People

To ensure that employees comply with physical distancing requirements, BCLD will:

- Ensure a minimum of 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity. If occupied by multiple persons from the same household and door to room can be closed, face coverings may be removed while in the space.
- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible.
- Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

In cases where 6ft distance between individuals is not possible, we will ensure employee safety by:

- Providing the appropriate PPE.

General Guidelines

We are asking those Patrons who visit the library to practice the following recommendations provided by Centers for Disease Control and Prevention (CDC) to help prevent the transmission of COVID-19 and other viruses:

- Wear appropriate masking when coming to the Library (no exceptions)
- Stay home when you are sick.
- Wash your hands often with soap and water for at least 20 seconds.
- Avoid touching your eyes, nose and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Avoid close contact with people who are sick.

2) Places

A: Protective Equipment
To ensure employees comply with protective equipment requirements, BCLD will:

- Provide detailed written guidance on face coverings in the **[Staff Face Covering Procedure document](#)**. **(See Appendix)**
- Provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement. BCLD maintains sufficient supplies of PPE, Gloves, masks etc and will have supply at all times in all the branches (Gloves will be disposable). Both reusable and disposable masks have been procured initially and will be replaced via established supply chains.
- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded. Staff will be required to launder their own reusable masks and will store them in their individual lockers or workspaces. Staff can request additional masks if theirs become damaged or soiled. Staff will be allowed to bring in their personally owned masks as long as they meet CDC recommended guidelines. Staff will be provided a stipend to acquire personally owned masks, if preferred.
- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact. Items such as computers and other technologies that will be shared among staff will be wiped down with approved sanitizer wipes or solutions before and after each use by an individual.

3) Material
To ensure material does not aid in the transmission, BCLD will make certain:

- All material will be returned through the book drops.
- All book drop material will be quarantined for at least 5 days.
- All material will be handled by staff wearing the appropriate PPE.

B: Hygiene and Cleaning
To ensure employees comply with hygiene and cleaning requirements, BCLD will:

- Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.
- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

Responsibilities
- o Ed Adamson, Facilities Foreman is responsible for keeping and maintaining the Janitor task cleaning log and it will be kept in the Foreman's office.

- - -
  - Heather Spry, Operations Supervisor is responsible for keeping and maintaining the Front Desk cleaning log. **Paper logs will be entered weekly into Google Doc.**
- Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible. Signage will be posted in all restrooms and washing facilities with the CDC recommendations on hand-washing protocols. Hand soap and other sanitizing products will be kept at each Library Building in the assigned janitorial closets.

C: Communication

To ensure the business and its employees comply with communication requirements, BCLD will:

- Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- Staff identified for high-risk close contact exposure will maintain a continuous log of every person, including unscheduled workers and visitors, who may have close contact at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so. Logs will be submitted weekly to Heather Spry for coordination at Baker buildings. Branch Leads will coordinate a log for their respective buildings. All logs will be kept as collaborative Google Docs accessible to coordinators and Administrative staff.
  - High-risk staff include: Director, Business Manager, IT Manager, Facilities Specialist
- If a worker tests positive for COVID-19, BCLD will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

3) Process

A: Screening [**Necessity To be confirmed by Baker Health Department**]

To ensure the business and its employees comply with protective equipment requirements, BCLD will:

- Implement mandatory health self-screening assessment including a questionnaire and temperature check, before employees begin work each day and for essential visitors, asking about
  - (1) COVID-19 symptoms in past 14 days,
  - (2) positive COVID-19 test in past 14 days, and/or
  - (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day by Director or delegate Person In Charge (PIC) and such review must be documented.

B: Contact Tracing

To ensure the business and its employees comply with contact tracing and disinfection requirements, BCLD will:

- Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case. BCLD has already acquired and implemented CDC recommended cleaners, disinfection products and procedures and infected buildings will undergo a minimum of 48 hour quarantine period.
- BCLD will establish a daily Contact Tracing policy. All employees and registered visitors present for at least 10 minutes on the same day in the building will be notified immediately and asked to self-quarantine for a 14 day period.

4) Other

To ensure that we stay up to date on the guidance that is being issued by the State, BCLD will:

- Consult the Oregon Health Authority website and applicable Executive Orders from the Governor's office on a periodic basis or whenever notified of the availability of new guidance.

COVID-19 QUARANTINE PROTOCOL [NEEDS REVIEW/APPROVAL BY BUSINESS MANAGER & BAKER HEALTH DEPT]

What to do if you were exposed to COVID-19 or suspect an infection:

1. Do not return to work.
2. Contact your supervisor and Business Manager.
3. Seek a medical diagnosis.
4. Request medical documents for submission to Human Resources.

What to do in order to return to work:

5. Communicate results to the Business Manager before coming back to work. (Negative test or 14 days of quarantine have passed.)
6. Staff who are sick, seeking a diagnosis, or exposed qualify for **Families First Coronavirus Relief Act (FFCRA)** - Emergency Sick Pay (expires December 31, 2020).*
7. Complete FFCRA form if you wish to use Emergency Sick Pay.
8. Do not return to work until you have been cleared through Human Resources.
9. Once cleared by Human Resources, contact your supervisor about possible changes to location or schedule.

    * This is not the only qualifier for FFCRA, speak with Business Manager for specifics.

QUARANTINE SCENARIOS

A | *An employee with no symptoms gets tested because they come into contact with someone outside of their BCLD work shifts who is getting tested due to symptoms or possible exposure:*

1) The employee may request to work from home or they may request other leave.
2) Staff member needs to inform Human Resources of their test results. If results are positive, Baker County DOH will be informed and the staff member cannot return to work until they are cleared by the Business Manager.

B | A staff member comes into contact with a symptomatic individual at BCLD while working their in-building shift:

1) Any staff with limited contact with the symptomatic person will be identified and contacted by Human Resources.
2) Any staff member who had prolonged contact, within 6 feet or in the same space for more than 15 minutes, with that person will be asked to work from home with full pay until they are told by Business Manager to return to work.
3) That notification will come in telephone call and email from Business Manager as soon as the department is notified about the symptomatic person and does internal contact tracing. The relevant supervisor will be copied on the email message.
4) If the symptomatic individual tests positive, then everyone at BCLD will be sent an email from Business Manager that identifies the building that person works in. Business Manager will work with Baker County Department of Health and the county will do the contact tracing.
5) Employees may be told to get tested and quarantine by DOH. If they are not directed to get tested, employees may choose to get tested on their own. There is no cost to get tested by Baker County.

C | An employee is contacted by the county contact tracers and told to quarantine:

1) The employee must quarantine and follow the other Baker County DOH directives.
2) Staff member must inform Business Manager.
3) If the employee does not have symptoms, they can work from home until they get a negative test result, or 14 days has passed. They must get cleared by Business Manager before coming back to work.
4) If the employee is experiencing symptoms, they can take FFCRA or use their leave accruals (sick, vacation, floating holiday) to stay home and not work. They must get tested. If they get a positive result, they need to inform Business Manager.

D | An employee has traveled from a quarantine state:*

1) Do not return to work.
2) Contact Business Manager and your supervisor.
3) Quarantine for 14 days starting on the date you returned home.
4) If a portion of your quarantine time falls within your regularly scheduled work-from-home time, then you may work from home that week at full pay.

   *As determined by Oregon Governor.

E | An employee is opting be tested without having symptoms and having no contact with anyone who has symptoms or is positive:

1) Employee will be allowed to report to work and function at BCLD as normal.

2) If the test results are positive for COVID-19, the employee must inform Business Manager and follow the established protocol.

FFCRA INFORMATION

FFCRA (Families First Coronavirus Response Act) sick leave can be used when an employee is unable to work (or unable to work from home) due to the following:

1) Has been told to quarantine or isolate by a federal, state, or local order
2) Has been advised by a health care provider to self-quarantine related to COVID-19
3) Is experiencing COVID-19 symptoms and is seeking a medical diagnosis
4) Is caring for an individual subject to a quarantine or isolation order or is caring for an individual who has been advised by a health care provided to self-quarantine
5) Is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19
6) Is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury
US Department of Labor FFCRA FAQs:
https://www.dol.gov/agencies/whd/pandemic/ffcra-questions

WORK & SCHEDULE EXPECTATIONS

Work Expectations during Phases Zero-to-2B
The intention of Phase Zero is to keep staff home in compliance with the stay-at-home order while maintaining a baseline level of remote public service and essential work such as administrative, financial, IT, and facilities tasks.

The intention of Phase 1 is about resuming public service at a low capacity, and normalizing work again as safely as possible. This phase will give us the opportunity to orient and train staff to new safety, cleaning, and distancing protocols that will be put in place temporarily during the COVID-19 pandemic.

Staff is asked to stick to their assigned schedule and limit visitations to locations outside the building and in-person contact with individuals not on the schedule. This will provide the administration with the ability to do internal contact tracing in case a staff member is to become ill or is asked to quarantine.

We ask that staff not leave the library premises during their shift, unless absolutely necessary. Staff should maintain a daily log for any visitations to locations outside the building or with individuals not on the schedule. Visitors will be barred from all BCLD buildings, vehicles, and grounds. Staff will be asked to wash their hands at the beginning of each work shift and prior to leaving.

ACCOMMODATION REQUESTS
Staff who believe they will not be able to work due to obligations or health, please reach out to the Human Resources Department. We will work with all staff to make sure that their concerns are addressed.

CURBSIDE PICKUP SERVICE GUIDANCE

When the library is in Phase 1B it will begin providing alternative delivery methods for material. One of those methods will be curbside pickup of material at select locations. The following provides guidance for this service.

Requesting Items
- Patrons may request items for pick up via Sage catalog, email, or phone call to select locations.
- Patrons may request up to five (5) items per library card at one time.
- To support social distancing efforts, locations offering pickup may be operating with very limited staff. Wait times for holds placed online, or via phone and email, may be longer than usual.
- When an item is available for pickup, staff will notify the patron and schedule a pickup time at select location

Picking Up Items
- Door and sidewalk signs at curbside service branches will include instructions for pickup and the hours of operation.
- Direct hand-off will be avoided whenever possible.
- Patrons are advised to wear face masks for all library pickups -- either in car or walkup.
- Patrons will be asked to confirm their name or last 4 digits of their library card number when picking up their items.
- Staff -- wearing masks, and face shields unless behind protective barrier -- will deliver items in a contact-free manner. Multiple items should be placed in a bag and set down for patron retrieval.
- Drive Up (Main branch) -- Staff will place item(s) on window shelf and close the window for patron to pick up.
- Walk Up (Community branches) -- Staff will place item(s) outside by the front door of the branch. Once staff are back inside the building, the patron can retrieve their library item(s).

Returning Items
- Library materials should not be returned directly to staff during pickup appointments.
- Patrons are asked to return items in the book drops only.

Important Reminders for Patrons
- Restrooms, computers, lounge areas, and other spaces are not fully accessible.
- Requested items may take longer to obtain due to service and staffing variability with Sage library partners.

Staff Face Covering Procedure

Purpose

These procedures will help library staff at all library locations obtain and wear face coverings as required by public health recommendations related to COVID-19.

General Information

The State of Oregon is currently under a State of Emergency due to COVID-19. Oregon Health Authority (OHA) provides mandates and guidance about the use of face coverings for the public and for operators of public facilities. The Centers for Disease Control (CDC) also provides recommendations and guidance on face coverings. Both sources were consulted in the development of these procedures.

What Is a Face Covering?

For the purposes of this procedure, a face covering is a cloth covering designed to cover the mouth and nose to contain the respiratory droplets of the wearer. Cloth face coverings acceptable for work at the library have the following features:

- completely cover the nose and mouth
- snugly but comfortably rest against the face, head or body so that respiratory droplets are not ejected around the edges of the covering
- allow for breathing without restriction, but do not have an exhalation valve
- are made of at least two layers of material (preferably cotton)
- are secured with ties, ear loops, or elastic
- if reusable, can be laundered and machine dried without damage or change to shape

Any face covering that meets the above criteria, which were created using CDC recommendations, is acceptable to wear at work. Some examples and additional information about fit is below.

The masks to the left are showing good fits. They cover from high on the nose to beneath the chin. They fit closely to the face with no gaps. They are secured with ear loops or elastic.

More face covering guidance is found on the next page.

Staff Face Coverings Procedure 2

DO wear a fabric mask safely.

Tighten the loops or ties so it's snug around your face, without gaps.

Mask should cover from just under the bridge of your nose to under your chin.

✔ Always wash your hands before and after wearing a mask.

✔ Use the ties or loops to put your mask on and pull if off.

✔ Don't touch the front of the mask, especially when you take it off.

✔ Put on and remove your mask while inside your home. Public transportation, elevators and stairwells can be high-contamination areas.

✔ Wash and dry your cloth mask daily and keep it in a clean, dry place.

✔ Remember that masks offer only limited protection and work best in combination with hand washing and physical distancing.

DON'T: Wear the mask below your nose.

DON'T: Leave your chin exposed.

DON'T: Wear your mask loosely with gaps on the sides.

DON'T: Wear your mask so it covers just the tip of your nose.

DON'T: Push your mask under your chin to rest on your neck.

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This covering is creating a snug seal top and bottom to keep respiratory droplets inside the covering. The covering rests high on the nose on and the bottom rests against the wearers' body.

This covering is sitting too low on the face. It is not secured with loops or elastic. The bottom of the covering is gapping from the wearer's body, allowing droplets to escape.
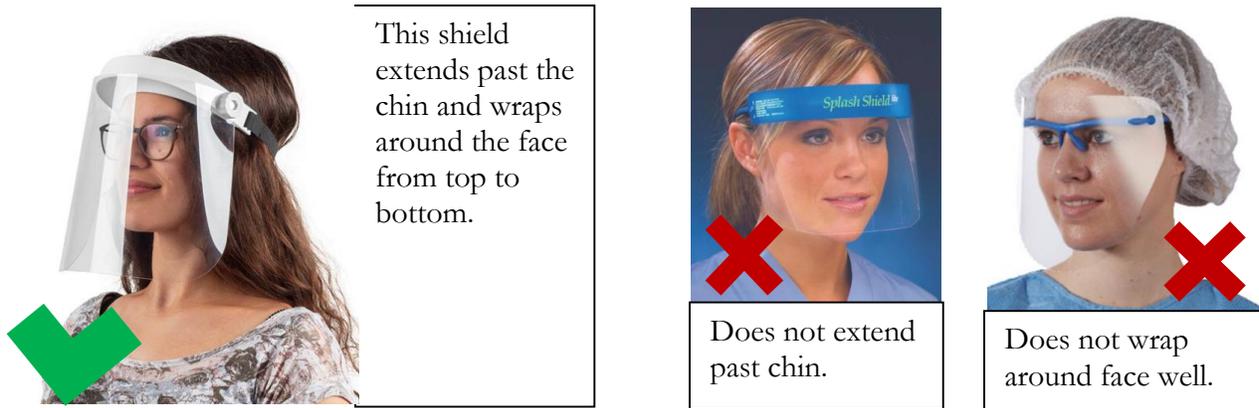
What Is a Face Shield?

A face shield is a clear apparatus that is attached to the head via strap, elastic, etc. and provides a barrier between the wearer and the environment. Face shields acceptable for work at the library have the following features:

- Sized to cover the wearer's face from the forehead to below the chin
- Wrap around the sides of the wearer's face

Created by Amy Hutchinson, Lake County Library District; Modified by Perry Stokes, 08/26/2020

Staff Face Coverings Procedure 3

- Is made with anti-fog materials

Any face shield that meets the above criteria, which were created using CDC recommendations, is acceptable to wear at work during appropriate circumstances as outlined below. Several examples of proper and improper face shields are given below.

This shield extends past the chin and wraps around the face from top to bottom.

Does not extend past chin.

Does not wrap around face well.

When Do I Wear a Face Covering?

Library staff must wear a face mask any time they are less than 20 feet from other persons anywhere on library property. Library staff must also wear a face mask any time they are in a public space inside a library building with members of the public present, whether or not they are within 20 feet from other persons and whether or not there is a barrier in place between staff and the public.

If library staff have a health condition or disability that prevents them from wearing a face covering, they may wear a face shield in place of a face covering. Library staff may also replace a face covering with a face shield to interact with others who need reasonable accommodation, such as someone who is hearing impaired and needs to be able to read lips for communication purposes.

Library staff may choose to remove face coverings or face shields when in non-public library spaces where they are more than 20 feet from others. Library staff may also choose to remove face coverings or face shields when in a public library space with no members of the public present and they are at least 20 feet from other staff.

When Do I Wear a Face Shield?

There is currently no substantial data available on the effectiveness of face shields in containing the respiratory droplets of the wearer. Additionally, face shields do not meet the CDC face covering recommendation of fitting snugly against the wearer's face. For these reasons, face coverings are preferable to face shields. Face shields are acceptable in place of face coverings when a person, whether staff or patron, requires an accommodation because of an inability to wear a face mask or interact with others wearing a face mask. Examples include:

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- A library staff member has a health condition or disability that prevents them, either temporarily or permanently, from wearing a face covering. This staff member should wear a face shield at all of the times that staff without a health condition or disability are required to wear a face covering by these procedures.
- A patron is hearing-impaired and needs to be able to see a staff member's mouth for communication purposes. Staff can exchange a face covering for a face shield to interact with this patron.

If a library staff member is unable to wear a face covering due to a health condition or disability, whether temporary or permanent, the staff member must notify the Library Director of this inability to wear a face covering as soon as they are aware of it. If staff wish to have further protection for their eyes, which are not covered by a face covering, they may choose to wear a face shield or eye goggles in addition to a face covering at any time.

Where Do I Get Face Coverings or Face Shields?

The library is required to provide face coverings and/or face shields for employees. The library is providing both disposable (surgical type) and reusable cloth face coverings, as well as reusable face shields, and reusable ventless eye goggles. ***Disposable surgical type masks are recommended for one day of use.***

Studies show that surgical type masks are generally more effective than most cloth masks. The library has allotted one disposable mask per day per employee, but a mask should be discarded and replaced immediately if contaminated or damaged. Disposable and cloth masks may be worn together for increased efficacy.

To provide maximum flexibility for staff to choose options that are the most comfortable for them, library staff are allotted a maximum of $12.00 per mask (or face shield if unable to wear a mask due to health condition or disability) for each day of work they are regularly scheduled in a week with a maximum allocation of $60.00. This amount was chosen after surveying prices of reusable masks with two layers of fabric and moldable nose strips from a variety of sources as well as face shields. Library staff may obtain face coverings and/or face shields in any one of the following ways:

- When choosing items that cost $12.00 or less per item, order or have items ordered by authorized staff through regular library vendors or ordering mechanisms.
- When choosing items that cost more than $12.00 per item, order using personal resources and provide a receipt for reimbursement. Your costs will be reimbursed up to the total of $12.00 x the number of days you are scheduled in a week.

Additionally, the library is providing reusable and disposable face covering and reusable face shield options for members of the public to borrow or consume.

How Do I Care for My Face Covering or Face Shield?

Library staff must begin each work day with a freshly cleaned face covering (or face shield if unable to wear a face covering).

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For face coverings, freshly cleaned means at a minimum thoroughly hand washed in warm, soapy water and thoroughly rinsed and allowed to air dry. To improve sanitation, machine-laundering and machine-drying is preferred for face coverings.

For face shields, freshly cleaned means either
1) thoroughly washed in warm, soapy water, thoroughly rinsed, and dried or allowed to air dry, or
2) thoroughly sprayed or wiped with an approved disinfectant chemical solution.

Face shield visors should be wiped dry with a clean towel to prevent spots. Additionally, freshly cleaned face coverings or face shields should be stored at home in clean locations unlikely to be contaminated and transported to work in a clean container, such as clean plastic container, clean fabric bag, etc.

Staff Face Coverings Procedure 6

Quick Summary

YOU MUST BEGIN EACH DAY WITH A FRESHLY CLEANED FACE COVERING.

You MUST WEAR a face covering (or face shield if unable to wear a face covering due to a health condition or disability) at all the following times:

- Any time you are less than 20 feet from other people anywhere on library property
- Any time you are in a public space inside a library building and a member of the public or staff is present

You can use a FACE SHIELD ONLY:

- If you have a health condition or disability that prevents you from wearing a face covering
- When serving a patron who needs to be able to see your face for communication purposes (such as those who read lips)

You can choose to add a face shield to your face covering at any time.

You can have a BARE FACE:

- When in a non-public indoor library space more than 20 feet from others
- When in a public indoor library space with no members of the public present and at least 20 feet from other staff
- When in an outdoor library space more than 6 feet from others
- When eating or drinking

Face Coverings:

Completely cover the nose and mouth

Snugly but comfortably rest against the face, head or body so that respiratory droplets are not ejected around the edges of the covering

Allow for breathing without restriction, but do not have an exhalation valve

Are made of at least two layers of material (preferably cotton)

Are secured with ties, ear loops, or elastic

If reusable, can be laundered and machine dried without damage or change to shape

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Face Shields:

Are sized to cover the wearer's face from the forehead to below the chin

Wrap around the sides of the wearer's face

Are made with anti-fog materials

Face shields alone should only be worn when staff are unable to wear face covering due to a health condition or disability, or when staff is serving a patron who needs a disability accommodation.

Face shields and/or eye goggles can be worn in addition to a face covering at any time.