

**Ardis Missaukee District Library**

210 South Canal Street, PO Box 340

Lake City, Michigan 49651

phone: 231-839-2166

Presented at May Library Board Meeting on March 18, 2020

Phase Back to Work Plan

**Phase 1:** Limited staff return to update collection, clean, prepare building for social distancing guidelines including signage and gear, and collection of personal protective equipment.

(Beginning May 19, 2020)

**Phase 2:** Partial reopening, limited number of patrons/services/spaces, curbside service, and cleaning throughout the day following guidelines of health department. Collection quarantine with paperback books needing 24 hours and milar-covered books needing 24 hours after sanitation.

(Beginning June 8, 2020)

**Phase 3:** Expanded reopening, expanded number of patrons/services/spaces, appropriate safeguards continued.

(As appropriate)

**Phase 4:** Full reopening, appropriate safeguards continued.

(As appropriate)

* Wash hands regularly for at least 20 seconds with soap and water,
* Limit contact with others by remaining six feet apart,
* Clean and disinfect frequently touched surfaces and tools routinely,
* Stay home if you or someone in your household is sick,
* Avoid touching your eyes, nose or mouth, and
* Practice self-screenings to check for any symptoms.