

NOTE: This is all subject to change based on Health Official Guidelines

	May 4th	May 11th	May 18th	June 1st	June 14th	July 6th
Open Hours-Bluffton	Staff Hours: Monday-Friday 10:30-6 pm	Staff Hours: Monday-Friday 10:30-6 pm Public Hours: T, Th, F 11-1 pm and 3-6 pm	Staff Hours: M-F 11-6 pm Public Hours: Curbside T, Th, F 11-1 pm and 3-6 pm Document/Computer M-F 11-1 pm and 3-6 pm	TBD	TBD	TBD
Open Hours-Ossian	Staff Hours: Monday-Friday 10:00-5 pm	Staff Hours: M-F 11-6 pm Public Hours: Curbside T, F 11-1 pm and 3-6 pm Document/Computer W, Th 11-6 pm	Staff Hours: M-F 11-6 pm Public Hours: Curbside T, F 11-1 pm and 3-6 pm Document/Computer W, Th 11-6 pm	TBD	TBD	TBD
Bluffton Building	Clean: Dust Shelves and surfaces, Clean furniture, Possibly start moving Children's room on the 8th	Moving Children's Room and Possibly Offices	Hopefully, we are on the other side of the building. Depending on how quickly they finish the non-fiction section move non-fiction, teen and magazines upstairs. Once they are ready to carpet under fiction shelves, we will orchestrate moving fiction, LP and AV as they carpet. (More detailed plan supplied outside this document)	We shouldn't need to move anything besides maybe replacing furniture with new. We should have complete access to all of upstairs but the area at the stadium seating, Children's, Story time room, Large and Small meeting rooms, Admin, workroom and our Glorious book drop.	We shouldn't need to move anything besides maybe replacing furniture with new. We should have complete access to all of upstairs but the area at the stadium seating, Children's, Story time room, Large and Small meeting rooms, Admin, workroom and our Glorious book drop.	We shouldn't need to move anything besides maybe replacing furniture with new. We should have complete access to all of upstairs but the area at the stadium seating, Children's, Story time room, Large and Small meeting rooms, Admin, workroom and our Glorious book drop.
Services Available	Holds become live on Wednesday May 6th	Curbside Service and Homebound Deliveries	Curbside Service, Document Service, Public Computers by appointment	Curbside Service, Document Service, Public Computers open (50% capacity), public space open (50% capacity), No donations for Friends, No common use items that can not be sanitized in-between use, will monitor if patron restriction needs reduced below 50%	Curbside and Document Service for vulnerable populatins only, Public Computers open (75% capacity), public space open (75% capacity) No donations for Friends, No common use items that can not be sanitized in-between use, will monitor if patron restriction needs reduced below 75%	Curbside and Document Service for vulnerable populatins only, Public Computers open (full capacity), public space open (full capacity), regular library services
Restrictions	No donations for Friends, No notary services, limit staff in confined/close working areas to 10	No donations for Friends, No notary services, limit staff in confined/close working areas to 10	No donations for Friends, limit staff in confined/close working areas to 10	Staff workstations separated 6 feet or more, scheduled staff only in shared spaces as much as possible, remote work as much as possible, Social distancing markers and reminder signs at all public interaction spaces	Staff workstations separated 6 feet or more, scheduled staff only in shared spaces as much as possible, remote work as much as possible, Social distancing markers and reminder signs at all public interaction spaces	Limited common use items that can not be sanitized in-between use, will monitor full capacity
Social Distancing	Staff workstations separated 6 feet or more, scheduled staff in shared spaces as much as possible, remote work as much as possible	Staff workstations separated 6 feet or more, scheduled staff in shared spaces as much as possible, remote work as much as possible	Staff workstations separated 6 feet or more, scheduled staff only in shared spaces as much as possible, remote work as much as possible, Social distancing markers and reminder signs at all public interaction spaces	Staff workstations separated 6 feet or more, scheduled staff only in shared spaces as much as possible, remote work as much as possible, Social distancing markers and reminder signs at all public interaction spaces	Staff workstations separated 6 feet or more, scheduled staff only in shared spaces as much as possible, remote work as much as possible, Social distancing markers and reminder signs at all public interaction spaces	Public computers spaced out, staff mindful of guidelines
Programming	Virtual Only	Virtual Only	Virtual Only	Virtual Only	Virtual Only	Most Virtual, In-person programs fewer than 20 people
Public meetings	None	None	None	None	Public Meetings allowed at 50% capacity of the room	Public meetings allowed at 75% capacity of the room
Safety Guidelines	Face coverings required when interacting with patrons or other staff, reminder signs for staff to stay home if they are sick, self-assessment of symptoms before each shift, safety training provided for all staff	Face coverings required when interacting with patrons or other staff, reminder signs for staff to stay home if they are sick, self-assessment of symptoms before each shift	Face coverings required when interacting with patrons or other staff, reminder signs for staff to stay home if they are sick, self-assessment of symptoms before each shift	Face coverings recommended for staff and patrons, reminder signs for staff and patrons to stay home if they are sick, self-assessment of symptoms before each shift	Face coverings optional for staff and patrons, reminder signs for staff and patrons to stay home if they are sick, self-assessment of symptoms before each shift	Face coverings optional for staff and patrons, reminder signs for staff and patrons to stay home if they are sick, self-assessment of symptoms before each shift
Circulation	Coordinating curbside service, returns and shelving	Coordinating curbside service, returns and shelving	Coordinating curbside service, returns and shelving	Coordinating curbside service, returns and shelving, regular circulation duties	Coordinating curbside service, returns and shelving, regular circulation duties	Coordinating curbside service, returns and shelving, regular circulation duties
Reference	Assisting with curbside service, answering phones and building assistance	Coordinating document services, answering reference emails, coordinating public computer use	Coordinating document services, answering reference emails, coordinating public computer use	Coordinating document services, answering reference emails, coordinating public computer use, Possibly reference services by appointment	Coordinating document services, answering reference emails, coordinating public computer use, Possibly reference services by appointment	Regular reference services
Teen	Assisting with curbside service, answering phones and building assistance	Assisting with reference and curbside services, creating virtual programming, building assistance	Assisting with reference and curbside services, creating virtual programming, building assistance	Assisting with reference and curbside services, creating virtual programming, building assistance	Assisting with reference and curbside services, creating virtual programming, building assistance	Assisting with reference and curbside services, creating virtual programming, possibly offer small programs that are less than 20 people
Children's	Assisting with curbside service, answering phones and building assistance	Assisting with reference and curbside services, creating virtual programming, building assistance	Assisting with reference and curbside services, creating virtual programming, building assistance	Assisting with reference and curbside services, creating virtual programming, building assistance	Assisting with reference and curbside services, creating virtual programming, building assistance	Assisting with reference and curbside services, creating virtual programming, possibly offer small programs that are less than 20 people
Material Services	Working on Material Services work, assisting with curbside service, answering phones and building assistance	Working on Material Services work, assisting with curbside service, answering phones and building assistance	Working on Material Services work, assisting with curbside service, answering phones and building assistance	Working on Material Services work, assisting with curbside service, answering phones and building assistance	Working on Material Services work, assisting with curbside service, answering phones and building assistance	Working on Material Services work, assisting with curbside service, answering phones and building assistance
Media Services	Working on Media Services work, answering phones and building assistance	Working on Media Services work, answering phones and building assistance	Working on Media Services work, answering phones and building assistance	Working on Media Services work, answering phones and building assistance	Working on Media Services work, answering phones and building assistance	Working on Media Services work, answering phones and building assistance
Admin	Working on admin work, assisting with curbside service, answering phones, building assistance	Working on admin work, assisting with curbside service, answering phones, building assistance	Working on admin work, assisting with curbside service, answering phones, building assistance	Working on admin work, assisting with curbside service, answering phones, building assistance	Working on admin work, assisting with curbside service, answering phones, building assistance	Working on admin work. Back to full schedule in the building, building assistance, building assistance