

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

	May 4th	May 11th	May 18th	June 9th	June 22nd	July 6th
<b>Open Hours-Bluffton</b>	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	Open to the public 11-6 (50% Capacity) no Saturdays-Capacity will be monitored at the entrance and within spaces. Staff must clock-in/clock-out Starting June 9th	Open to the public 11-6 (75% Capacity) no Saturdays	Open normal hours with Saturdays
<b>Open Hours-Ossian</b>	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	Open to the public 11-6 (50% Capacity) no Saturdays-Capacity will be monitored at the entrance and within spaces. Staff must clock-in/clock-out Starting June 9th	Open to the public 11-6 (75% Capacity) no Saturdays	Open normal hours with Saturdays
<b>Bluffton Building</b>	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 should be able to move Non-fiction, Teen and Magazines upstairs between June 1-3rd (fingers crossed). New Fiction, New Non-fiction, New Large Print and New Media will be available in Children's Storage room for the public. Fiction, Large Print and Media will be accessed by staff only when we first open. Offices should be moved by now. We will have access to Genealogy, Non-fiction, Admin, Teen/Media offices, Children's room, Storyhour room and potentially the Large and Small meeting room but not the kitchen. Just finish work like switching out lights, sound system and starlights in the storyhour room will happen around us as we work.	We might be moving fiction around as they carpet but I don't know this for sure.	We might be moving fiction around as they carpet but I don't know this for sure.
<b>Services Available</b>	Holds become live on Wednesday May 6th	Curbside Service and Homebound Deliveries	Curbside Service at both locations, Document Service and Public Computers by appointment at Ossian	Curbside Service, Document Service, Public Computers open (50% capacity), public space open (50% capacity), Tax Appointments in the upstairs study rooms and board room June 8th, 9th, 15th and 16th.	Curbside and Document Service for vulnerable populations only, Public Computers open (75% capacity), public space open (75% capacity)	Curbside and Document Service for vulnerable populations only, Public Computers open (full capacity), public space open (full capacity), regular library services. We will still encourage patrons to maintain distances
<b>Restrictions</b>	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	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%	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%	Limited common use items that can not be sanitized in-between use, will monitor full capacity
<b>Social Distancing</b>	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, staff wanting to perform remote work will need to sign an agreement and provide weekly accounts for their work. 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, Social distancing markers and reminder signs at all public interaction spaces.	Public computers spaced out, staff mindful of guidelines
<b>Programming</b>	Virtual Only	Virtual Only	Virtual Only	Virtual Only	Virtual Only, FOL Booksale (with retail social distancing guidelines)	Most Virtual, In-person programs fewer than 20 people
<b>Public meetings</b>	None	None	None	None	None	Public meetings allowed at 50% capacity of the room-limited public use of meeting rooms until construction is finished
<b>Safety Guidelines</b>	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
<b>Circulation</b>	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
<b>Reference</b>	Assisting with curbside service, answering phones and building assistance	Assisting with curbside service, answering reference emails, coordinating public computer use	Assisting with curbside service, answering reference emails, coordinating public computer use	Regular reference services	Regular reference services	Regular reference services
<b>Teen</b>	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/material running and curbside services, creating virtual programming, building assistance	Assisting with reference/material running 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
<b>Children's</b>	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
<b>Material Services</b>	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/normal desk assistance

<b>Media Services</b>	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 admin work, assisting with curbside service, answering phones, assisting with document services, scheduled notaries, building assistance	Working on Media Services work, assisting with circulation and material retrieval, answering phones and building assistance	Working on Media Services work, assisting with circulation and material retrieval, answering phones and building assistance	Working on Media Services work, assisting with circulation and material retrieval, answering phones and building assistance
<b>Admin</b>	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, scheduled notaries, building assistance	Working on admin work, assisting with curbside service, answering phones, scheduled notaries, building assistance	Working on admin work. Back to full schedule in the building, building assistance, building assistance