

# Duluth Public Library Phase II Reopening Safety Plan:

## Computer Center Use by Appointment

### Mission and Description of Services

In keeping with its mission to serve the public and offer robust connections to the digital world, the Duluth Public Library will provide access to public computers and printers in the Computer Center at the Main Library by appointment, beginning Monday, Oct. 26.

Program	Location (Facility and floor, outside, etc.)	Number of employees supporting service	Anticipated daily number of patrons	Start date
Computer Center access allows patrons to make an appointment to: <ul style="list-style-type: none"><li>• Use a computer for up to one hour</li><li>• Print up to 10 pages free of charge</li></ul>	Main Library, ground floor and top floor	4 FTE	40 max	10/26/2020
Curbside Pickup allows patrons to: <ul style="list-style-type: none"><li>• Place holds online or call for librarian assistance in placing holds</li><li>• Pick up items outside the library after they have been checked out</li><li>• Return borrowed items</li></ul>	Main Library, first floor and outside Superior Street entrance	16 FTE	200	4/27/2020

Other uses of the building and collections will be unavailable at this time.

# Information to Be Communicated to Patrons

The Main Library will reopen on Monday, Oct. 26, 2020 to offer one-hour appointments for using computers in the Computer Center. Patrons will be able to:

- Use a computer
- Print, scan and copy
- Continue to use contactless curbside pickup service to pick up held items.
- Return borrowed items to the Main Library 24 hours/day, 7 days/week.

Service Hours:

- Monday, Tuesday, Wednesday, Friday 10 a.m. to 4 p.m.
- Thursday 1 to 7 p.m.

To help keep everyone safe while visiting the library, please:

- Wear a face mask (required for ages five and older, in accordance with MN Executive Order 20-81)
- Stay six feet apart from others
- Use hand sanitizer or wash your hands
- Stay home if experiencing cold or flu like symptoms

Services and spaces will be adapted to follow public health guidelines. Patrons must use designated computers only. Other library services and spaces will remain unavailable at this time.

## Safety Measures

### Procedures for computer use by appointment

- A staff greeter will let patrons in through the Michigan St. entrance at predetermined times. Appointments are encouraged. Walk-ups will be accommodated as space allows.
- Greeter will take patron's temperature, have patron complete health questionnaire, and sign patron in for appointment.
- Patron will be directed to use the elevator to go to the Computer Center on the top floor. Upon request, staff member will escort patron up the stairs instead.
- Staff in Computer Center will direct patron to designated computer.
- At end of appointment or upon completion, patron will take elevator back down to the ground floor and exit the building through the Michigan St. entrance

### Physical changes to promote social distancing in public spaces.

- Casual furniture removed
- Temporary barriers placed near elevator to guide patrons to Computer Center and discourage them from accessing other parts of the building
- Plexiglass placed around computers and at service desk
- Signage

- Water fountains made inaccessible
- Limited public restrooms available
- Hand sanitizer stations prominently located throughout building

#### Cleaning protocols

- Keyboard covers will be used on all public computers. They will be switched out and cleaned in between appointments.
- Library staff will sanitize computer mouse and table in between appointments.
- Designated public restrooms will be sanitized twice per day.

#### Other safety precautions

- Employees and patrons will wear face coverings in all public spaces.
- Employees and patrons are encouraged to sanitize and/or wash hands frequently.
- Computer assistance will be extremely limited due to social distancing requirements. Employees will remain at least six feet away from patrons and will not touch computer keyboards or mice during patron interactions.
- Employees will not handle cash or provide change.
- Only one patron at a time may use a computer, with limited exceptions.