

## Policy Statement

The Comstock Township Library acknowledges the need to develop and implement a Phased Reopening Plan in response to an infectious disease pandemic during which the Library building has reduced services or hours or closed completely. This phased reopening plan is needed in order to safely re-engage staff and patrons.

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## Regulations

1. The Library Director will ensure that the plan is created in accordance with public health guidelines from federal, state, and local authorities. These authorities include but are not limited to: the Center for Disease Control, the Occupational Safety and Health Administration, the State of Michigan, and the Kalamazoo County Health and Community Services Department.
2. The Library Director will establish and maintain frequent communication regarding the plan with the Library Board, staff, and patrons as appropriate.
3. The Director is authorized to resume or reduce library services using a phased approach as outlined below. Within the plan, each phase will indicate public services offered and staffing levels within the library building. The plan will also include safety protocols, cleaning protocols, and hours of operation.
  - **Phase 1:** The only staff members working in the library building are those required to perform essential tasks; all other staff will work remotely to provide virtual customer services and programs.
  - **Phase 2:** All staff members will return to work in staggered shifts to prepare the building and materials for contactless public services. Virtual customer services and programming will continue.
  - **Phase 3:** Contactless material delivery services are implemented with limited days and times. Virtual customer services and programming will continue.
  - **Phase 4:** Library building access is restored to the public with limited gatherings, reduced hours, and limited access to services and resources. Virtual customer services and programming will continue.
  - **Phase 5:** Library will return to full service; special arrangements may still apply.

## Pandemic Preparedness & Response Phased Reopening Plan Policy **MGMT-2**

4. The Library Board authorizes the Director to take any and all actions as required under any Executive Order, or as deemed necessary by the Director in the spirit of this policy, without prior approval from, but with notification to, the Board.
5. The Director is not authorized to take any action that is not lawful or is otherwise inconsistent with the spirit of this policy.
6. Patrons may not enter the Library or may be required to leave if they are not in compliance with any safety measures or requirements established in the Policy, Phased Reopening Plan, or any condition or modification established in writing by the Director pursuant to this Policy.
7. A patron may appeal the service restrictions imposed in this Phased Reopening Plan by requesting a hearing as follows:
  - A. The appeal must be in writing and state the grounds upon which the appeal is based. The appeal should be addressed to the Library Board President.
  - B. The board of trustees shall consider the request at the next regularly scheduled board meeting immediately following receipt of the request.
  - C. The person submitting the appeal must personally attend any hearing so scheduled and may make a statement in support of their position.
  - D. The decision of the library board of trustees is final.
  - E. In no case shall the filing of an appeal pursuant to these rules act as a stay of the provisions of this plan.
8. If any provisions in the Phased Reopening Plan policy conflict with other library policies, the provisions in the Phased Reopening Plan policy shall take precedence.

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Approved: June 8, 2020, Revised: July 13, 2020  
Comstock Township Library Board of Trustees