



Utica Public Library Phased Reopening Plan

*All dates are subject to change

This outlines a rough plan for how we will move to resume library services to the public over the next three months. Each numbered phase will include the services in the phase prior. In the event of a need to extend each phase or any other change in circumstances, each phase will be extended ~~in two week increments~~.

Phase 1 – June 15th – Limited Curbside Pickup by Appointment Starts

Hours of Service and Staffing Model: Monday-Friday 9-5; Supervisory Staff Report

Phase 2 – ~~June 29th – Limited Library Computer Use by Appointment and Limited Public Access Starts~~

~~- July 6th – Additional Public Services (Faxing, Photocopying, Scanning) and Minimal Public Entry into Building Starts~~

Hours of Service and Staffing Model: Monday-Friday 9-5; Supervisory Staff Report and Groups A & B Alternating Weeks ~~(Saturday service TBD)~~

Phase 3 – July ~~13th-20th~~ – Limited Head Count in Building with Limited Hours of Public Service – ~~6 Adult Computers and 4 Youth Computers accessible between 10am and 2pm – Entry into Building by Appointment Only (phone, online, in person)~~

Hours of Service and Staffing Model: Monday-Friday 9-5; Supervisory Staff and Groups A & B Alternating Weeks ~~(Saturday service TBD)~~

Phase 4 – ~~July 27th~~ ~~August 3rd~~ – Limited Head Count in Building with ~~Regular-Limited~~ Hours of Public Service

Staffing Model: Supervisory Staff and Group ~~A & B Alternating Weeks~~

~~A & B Alternating Weeks to include reintroduced furloughed employees~~

Phase 5 – August 10th – ~~No-Limited~~ Head Count in Building with ~~Regular-Limited~~ Hours of Public Service

~~Staffing Model: Supervisory Staff and Group A&B Alternating Weeks~~

~~Phase 6 – Date TBD – Limited Head Count in Building with Limited Hours of Public Service~~

~~Staffing Model: Supervisory Staff and Group A&B Alternating Weeks with~~

~~Furloughed workers returning to work~~

People will ~~be let in enter~~ the building through the tunnel entrance ~~which will be locked~~, and exit through the front doors (unless there are accessibility issues).

There will be no meeting room use, public programs (indoors or outdoors) nor external outreach until at least August 10th. Summer Reading Program ~~will start-started~~ on Monday, July 6th, with

a combination of virtual and in-house public access. Fandemicon! is scheduled as a virtual event for Saturday, August 22nd.

Increased cleaning protocols throughout building, staggered breaks/lunchroom/bathroom access procedures will be implemented as soon as Phase 2 begins and continue throughout each successive phase. Computer access and any public access will be set up to adhere to social distancing protocols. Public restrooms will be closed. No one will be allowed entry into The Library without a facemask and the stacks will be closed until further notice.