Revised 11/16/2020 - The MVLD added additional criteria for what will lead to a reversion to a prior stage’s services. Any one of the following criteria, or a combination thereof, will result in a reversion:

- A Madison and/or St. Clair County 7-day rolling positivity rate of 17% or higher for either three consecutive days or three days within a seven-day rolling period
- Mitigations issued by the State of Illinois for non-essential retail under the “Restore Illinois” plan
- Inability to staff the MVLD building(s) to the extent needed to provide current services

If any of the above criteria are met, the MVLD will revert its services to the prior stage. For example, in-building browsing services may revert to curbside-only services, or curbside-only services may revert to phone/email/online services. The MVLD will issue notice of the planned reversion as soon as possible:

- For a 17%+ 7-day rolling positivity rate, 24-48 hours’ notice will be given prior to the reversion taking effect.
- For mitigations issued by the State, notice will be given as soon as feasible with the mitigations to take effect on the date provided by the State.
- For staffing matters, notice will be given as soon as feasible (may vary from situation to situation).

The length of time for which a reversion in services will remain in effect will depend on the situation:

- For a 17%+ 7-day rolling positivity rate, there will be a minimum reversion of services for 7 days. Administration will monitor the rolling positivity rate and will not initiate a return to fuller services until the rate shows a clear downward trend and is under 17%.
- For mitigations issued by the State, the reversion will be in effect until the State lifts the mitigations.
- For staffing matters, the reversion will be lifted as soon as staffing levels are resolved (may vary from situation to situation).

Revised from 9/21/2020 - The MVLD will remove the pre-requisite of a 14-day downward trend of positive COVID-19 cases in the area and replace the criteria with adherence to the “Restore Illinois” guidance for Region 4. As of the date of this revision, Region 4 is in Phase 4 with a Tier 2 mitigation.

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<tr>
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<tbody>
<tr>
<td>Phase 1</td>
<td>Phase 2 (Flattening)</td>
<td>Stage 1</td>
<td>Pre-requisites:</td>
</tr>
<tr>
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<td>- 14-day downward trend of COVID-19 cases in the area (revised 9/21/2020)</td>
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<td>- MVLD must supply adequate levels of disinfectant supplies &amp; PPE (face masks in</td>
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Mississippi Valley Library District
Reopening Plan
Revised 11/16/2020
Subject to Changes at Any Time

<table>
<thead>
<tr>
<th>Phase 1</th>
<th>Phase 2 (Flattening)</th>
<th>Stage 2</th>
<th>Pre-requisites:</th>
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<tbody>
<tr>
<td>MVLD establishes procedures for monitoring staff health and enforcing COVID-19 preventative measures</td>
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<td>MVLD provides professional cleaning on a more thorough basis</td>
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Procedures:
- Teleworking still required for those who can
- Some staff work on shortened schedules (~4 hrs)
- Staff work Mon/Wed/Fri only
- Staff must successfully complete a health status check at the beginning of each shift in order to remain at work
- One staff person in a work area at a time
- Respond to patron emails
- Conduct inventory, shelf reading, and weeding.
- Rearrange/store furniture as needed to ensure social distancing is maintained by staff and patrons
- Put away toys, train tables, and other hard-to-clean items
- Begin processing and cataloging
- All staff must practice social distancing and use PPE if social distancing cannot be maintained
- Staff cannot “hop” from their designated work station to another station
- All staff must disinfect their work stations (computers, phones, desks/counters, writing implements, etc.) before beginning work and prior to leaving their shift
- Retrieve book drop materials and set aside for up to 72 hours
- Check in and shelve materials that were brought in during prior shifts
- Staff will use their personal devices and/or their assigned work station to clock in and out.

Pre-requisites:
- Continuation of Stage 1 pre-requisites
- Update phone messages
- Unlock book drops
- Advertise return of book drop service -
### Mississippi Valley Library District
#### Reopening Plan
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<table>
<thead>
<tr>
<th>Phase 2</th>
<th>Phase 2 (Flattening)</th>
<th>Stage 3</th>
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| items will be held for up to 72 hours before checking in  
- MVLD will notify the post office and book suppliers to begin sending mail and shipments.  
- Conduct air quality check  

**Procedures:**  
- Continuation of Stage 1 procedures  
- More staff may be added to the Mon/Wed/Fri schedules  
- Begin accepting mail and parcel deliveries on-site. Parcels/mail will be received at the door only.  
- Begin accepting phone calls  
- Begin accepting curbside donation dropoffs - hold for up to 72 hours before sorting  
- Begin modified courier service between MVLD libraries  

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<thead>
<tr>
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<th>Stage 4</th>
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</table>
| Pre-requisites:  
- Continuation of Stage 2 pre-requisites  
- Notify SHARE to enable patron account blocks and turn on hold notifications and overdue/bill notices  
- Advertise curbside pickup  
- Advertise expectations of patrons - wearing PPE  

**Procedures:**  
- Continuation of Stage 2 procedures  
- Begin limited curbside pickup (access to MVLD materials only)  
- Begin offering ILL service - limited to OCLC for special requests (if items are in SHARE, wait to order until delivery is active again)  
- Contact homebound patrons and offer to begin modified no-touch service  
- Mobile printing service through curbside pickup - printing fees waived  

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</table>
| Pre-requisites:  
- Continuation of Stage 3 pre-requisites  

**Procedures:**  
- Continuation of Stage 3 procedures  
- If IHLS is delivering materials, begin
**Mississippi Valley Library District**  
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| Phase 3 | Phase 3 (Recovery) and Phase 4 (Revitalization) | Stage 5 | Pre-requisites:  
- Continuation of Stage 4 pre-requisites  
- Installation of barriers at service desks  
- Floor markings & stanchions to designate social distancing spacing at service areas  
- Signage heavily placed around library & at entrances indicating requirements such as wearing PPE, maintaining social distancing, using provided hand sanitizers, washing hands after using restrooms, etc.  
Procedures:  
- Continuation of Stage 4 procedures  
- Library open to the public:  
  - Provide adequate public area sanitation supplies  
  - Provide enhanced cleaning services  
  - Limit the number of people within the library - perhaps by appointment and/or no browsing  
  - Modify circulation procedures and other services to be no- or low-touch  
  - Computer use by appointment & limited to 1 hour for cleaning between uses |

| Phase 3 | Phase 5 (Illinois Restored) | Stage 6 | Pre-requisites:  
- Compliance with any ongoing recommended safety requirements  
Procedures:  
- Continuation of relevant Stage 5 procedures  
- Return to full operations  
- Normal hours resume  
- Modifications may continue based on local health needs and recommendations from state & federal governments and health care experts |