

# Reopening Plan – PHASE 3

- Curbside service will continue to be available to patrons.
  - 1) Patrons will place items on hold either online or by calling the branch. They will be limited to placing holds on 20 items at a time. Staff will pull the items and notify the patron that the item(s) are ready to be
  - 2) When the patron arrives at the branch, they will call and let the staff know they are there.
  - 3) The location of the pick-up table will be relocated, so that entrances are not blocked.
  - 4) Staff will check the items out to the patron and place them on the table.
  - 5) Patrons can get the items off the table.
  - 6) This process must be explained to the patron when they call to pick up their items.
  - 7) We will have a delivery daily, to expedite getting materials to patrons.



- Limited access to allow browsing.
  - 1) Loranger, Independence and Kentwood will be limited to 10 patrons in the building at a time, so that social distancing can be maintained.
  - 2) Hammond and Ponchatoula will be limited to 25 patrons in the building at a time, so that social distancing can be maintained.
  - 3) Amite will be limited to 25 patrons in the building at a time and only 2 patrons in Genealogy at a time so that social distancing can be maintained.

- Outdoor programs, with limited participants, required registration and social distancing at some branches.
- Programs will be delivered online via social media.
- Grab and go crafts will be available via a no contact pick up point at each branch.
- Printing and faxing services available.

- Computer use will return to 2 hours per day for appropriate use. Appropriate use of computers during this time is:

- 1) Taking tests
- 2) Completing job applications
- 3) Completing school work
- 4) Completing resumes
- 5) Handling business related to social services, such a applying for unemployment, or snap benefits
- 6) Completing the census
- 7) Checking email



- Inappropriate use during this is:
  - 1) Playing games
  - 2) Using/checking social media
- We will practice social distancing, by maintaining 6 feet between computers, which means not all computers will be available. Each patron will be given a disinfecting wipe to wipe down the computer area before each use.
- Seating areas (tables, chairs, sofas, loveseats, etc.) will not be available for use during this time.
- Resume Saturday hours at large branches.
  - 1) Amite, Hammond and Ponchatoula: Monday-Saturday, 10:00 AM – 5:30 PM
  - 2) Independence, Kentwood and Loranger: Monday-Friday, 10:00 AM – 5:30 PM