

**The Thetford Libraries**  
**Latham Memorial Library and George Peabody Library**  
**Phased Library Services and Re-Opening Plan**

**Purpose:** This document provides guidance for library service operations during the COVID-19 pandemic. At all times, the key consideration is the level of risk to the library staff, volunteers and the public, since the highest priority is to keep the community safe. Other key considerations in both physical library spaces are air circulation, the size of the spaces available, and the differing risk levels and needs of patrons.

**PHASE THREE – July 19<sup>th</sup>, 2021-present**

**Modified from 1/13/2022-2/2/2022 due to rapid rise in infections locally**

**Operations:**

- Full on-site services provided.
- Patrons and staff are required to wear masks in the libraries; masks are provided.
- Desk staff sit behind the sneeze guard in Latham.
- Hand sanitizer is provided upon entry.
- The four air purifiers on the main level of Latham will be used during all open hours.
- The Air Rover in the lower level Community Space of Latham will be used when teens are in the space.
- Volunteer services in the libraries have been suspended to protect vulnerable communities.
- Limit of 15 people on the main floor of Latham.
- TES students are not allowed to come into the libraries without a parent or guardian
- Thetford Academy students waiting for rides after school will be asked to use the lower level of Latham. Pending completion of work in that area, students must use the hallway and/or be social distanced in the back reading room.
- Programs are presented outdoors or via Zoom.
- Signs and messages to support the operations include:
  - prevent symptomatic people from entering the libraries
  - limit numbers in different spaces
  - encourage hand washing and use of sanitizer
  - wear masks
  - keep some distance from other visitors
  - visitors share spaces with those of similar ages and environments, such as TA students as a group
- Advertise and help patrons with online resources, virtual programming, remote staff assistance, patron outreach, curbside pick-up of library materials

**Modification of these safety measures depend upon:**

- Reduction in spread of COVID-19
- Vaccination and testing rates in the local population
- Ability of different populations to segregate in order to protect vulnerable populations
- Ability to clean and ventilate spaces
- School and after school program closing and reopening plans and protocols. For example, if schools shift to remote learning, the libraries will close to on-site, drop-in visitors.

## References:

The librarians and members of the Latham and Peabody Boards will continue to consult the [Vermont Department of Libraries Reopening Information](#), the Town of Thetford Emergency Management Director, and the Community Nurse to ensure that practices are appropriate to the situation at the time for our community members. All library operations must adhere to the orders put forth by the Governor of Vermont.

Key documents consulted are listed on the [Vermont Department of Libraries, Agency of Administration, COVID-19, Coronavirus Information web page](#), and include but are not limited to:

- [Vermont Department of Health - COVID-19 Page](#)
  - [Cloth Mask Guidance](#)
- [Agency of Commerce and Community Development - COVID-19 Page](#)
  - [Restart Vermont Resources](#)
- Center for Disease Control - [Broad information on COVID-19](#) | [Reopening Guidance for Public Spaces](#)
- World Health Organization - [Info for the Public](#) | [Myth Busters](#)

## Updates and Version History:

**This document will be updated as needed**

### Version History:

Drafted 7/17/20

Version 1.0, 7/23/20; small changes in Oct and Nov

Revised 4/7/21; 8/24/21; 1/13/2022