



Kenyon Public Library

709 2nd Street, Kenyon, MN 55946
(507) 789-6821 kenyon.lib.mn.us

Covid-19 Preparedness Plan for Kenyon Public Library

Phase 1 – Curbside Service

(Effective April 20, 2020 to May 3, 2020)

- Library building closed to patrons
- Staff delivers requested materials to patrons' vehicles
- Delivery is resumed from select SELCO libraries
- All library programming canceled
- Materials can be returned to the library via the drop box

Phase 2 – Curbside Service with Restricted Building Access

(Effective May 4, 2020 to May 19, 2020)

- Library building is closed to most patrons with exceptions for the following:
 - Patrons needing public computers
 - Patrons needing fax, copy, or print services
- Library staff will disinfect computers after each patron use
- Only library staff will be allowed to use copier and fax machines
- Staff delivers requested materials to patrons' vehicles
- All programming remains canceled

Phase 3 – Public Access with Curbside Service

(Effective May 20, 2020 to June 28, 2020)

(Reinstated November 18, 2020)

- Library building opens to the public, but patrons are asked to limit their time to 10 minutes or less in the building if possible
- All in-person programming is canceled
- Library will continue to offer curbside service for those that would like to continue to utilize the service
- Some doors will be propped open (when possible), high contact areas (i.e. circ desk) will be wiped down with disinfectant wipes as needed
- Library staff will disinfect computers after each patron use



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- High touch items from the children's area will be removed (i.e. play cube, puzzles, games, blocks, bean bags, etc.)
- Only two (2) public computers will be available for use
- Maximum of 15 in the library at the same time

Phase 3.5 – Public Access with Curbside Service

(Effective June 29, 2020 to October 22, 2020)

- Library building open to the public, but patrons are asked to limit their time to 10 minutes or less in the building if possible
- In-person, outdoor programming to be permitted
- Library will continue to offer curbside service for those that would like to continue to utilize the service
- Some doors will be propped open, high contact areas (i.e. circ desk) will be wiped down with disinfectant wipes as needed
- Library staff will disinfect computers after each patron use
- High touch items from the children's area will be removed (i.e. play cube, puzzles, games, blocks, bean bags, etc.)
- Only two (2) public computers will be available for use
- Maximum of 15 in the library at the same time

Phase 3.6 – Public Access, Curbside Service and Select Programming

(Effective October 23, 2020 to November 17, 2020)

- In-person programming may resume indoors following Minnesota Department of Health Guidance and 14-day case rate by county (same recommended policy for schools) as well as other data points
- All adults attending library programming will be required to wear a mask
- Program attendance will be limited to 15 participants at each event
- Library building is open to the public, but patrons are asked to limit their time in the library if possible
- Library will continue to offer curbside service for those who would like to continue to utilize the service



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- Doors will no longer be propped open as colder weather sets in; Doors and high contact areas will be wiped down with disinfectant wipes as needed and hand sanitizer will be available
- Library staff will continue to disinfect public computers after each use; only two public computers will be in use to accommodate for social distancing
- High touch items from the children's area will be returned and disinfected after use (i.e. play cube, puzzles, games, blocks, bean bags, etc.)
- Maximum of 15 people in the library at a time except during programming. The maximum will go up to 20 people in the library at a time during programming, though no more than 15 can be in the programming space.

Phase 4 – Full Public Access

- Library resumes all programming
- Library removes time limit restrictions in the library
- All items are replaced in the children's area
- Doors no longer are propped open
- Sanitizing computers and high touch areas will continue to be cleaned as needed
- Library will continue to offer curbside service for those that would like to continue to utilize the service

*During all phases, library staff will have access to masks, gloves, and soap and water. Hand sanitizer and disinfectant wipes will be available as long as we can keep items in stock. To help ensure that disinfectant wipes are being utilized best in high touch contact areas, returned library materials are not being cleaned nor quarantined. Most materials spend days, if not weeks, between patrons.

*As of July 25, 2020, face mask or facial coverings will be required for all staff and patrons while in the library according to Minnesota Governor's



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Executive Order 20-81. If you do not have a mask, the library will provide you with one. If you choose not to wear a mask, the library will offer you curbside pickup for your library materials, or you may make an appointment for browsing during the hours of 8 am and 10 am to ensure the safety of other patrons.

Adopted by the Kenyon Public Library Board: April 30, 2020

Amended: May 19, 2020

Amended: June 16, 2020

Amended: October 22, 2020