

## MINIMAL RISK



- Face coverings are recommended in the library
- Hand sanitizer available
- WASH hands regularly
- Staff and patrons should self-screen for COVID-19 symptoms



- Disinfect surfaces daily
- Limit outside visitors



- Normal shelf browsing allowed
- Remove shared items (puzzles, pencils, shelf markers, headphones, etc.)
- Items will be quarantined for 1 week upon return

## MODERATE RISK



- Face coverings **MUST** be worn by librarians, teachers, and staff
- Face coverings are strongly recommended for students
- Wash hands frequently
- Hand sanitizer available



- Group activities are discouraged and restrict the number of patrons in the library (1 class at a time)
- Outside visitors are restricted to essential services only
- Directional signs and social distancing rules will be implemented
- Disinfect surfaces often



- Limited shelf browsing
- Remove shared items (puzzles, pencils, shelf markers, headphones, etc.)
- Items will be quarantined for 1 week upon return

## SIGNIFICANT RISK



- Face coverings are required by all students and staff
- Patrons sanitize/wash hands prior to entering and leaving
- Staff sanitize hands prior to & after handling materials



- Minimize patrons in the library to 50% of a class. Postpone all nonessential group activities and visitors
- Minimize staffing to include essential positions only
- Disinfect surfaces hourly
- Touchless check out by scanning IDs and books
- Maintain social distancing guidelines



- Increase use of digital resources/lessons. Remove shared items
- Use Destiny to find books/place holds.
- Library staff will retrieve books
- Items will be quarantined for 1 week upon return

## SUBSTANTIAL RISK



- Library staff will work remotely to provide instruction and resource support
- (based on HISD Instructional Continuity Plan)



- Eliminate all in-person activities and services



- Access to digital materials only (Databases, e-books, audio books, etc.)
- Items will be quarantined for 1 week upon return