

Library Additional Considerations

Library

In planning for any instructional model, consider options to provide library instruction, offer read-alouds to students, and circulate library materials. Cohorts are allowed in the library, following the guidance below.

Required:

- Students may use the library individually if they or their teachers schedule or coordinate with library staff to determine a time when the library is free in order to avoid cohort mixing. Ensure processes are in place to allow for equitable library access.
- Only one cohort may be in the library at a time. Follow [Ready Schools, Safe Learners guidance in section 1d. Cohorting](#).
- Allow time to clean and disinfect surfaces between visits by cohorts and individuals, including but not limited to, tables and chairs that were used and frequently touched surfaces like the counter of the circulation desk, keyboard or touch screen for the library catalog, and handles on library doors.
- Provide hand sanitizer and tissues in the library.
- Individuals should maintain appropriate physical distancing, as defined in [Ready Schools, Safe Learners guidance section 1c](#) when in the library, including but not limited to, when seated for instruction or for read-alouds, browsing the collection, and standing in line to check out books or to be dismissed.
- Library staff should follow school building expectations around face coverings when alone in their work areas.
- Library staff should follow the [guidance provided to the State Library in May 2021 by the Oregon Health Authority \(OHA\)](#) that indicates it is not necessary to quarantine returned or touched library materials. OHA still advises library staff to wash or sanitize hands frequently and to avoid touching their faces when handling library materials. Returned or touched library materials also do not need to be cleaned or disinfected. However, do clean an item or quarantine it overnight or up to 24 hours if there are obvious signs of contamination.*
- Individuals should wash or sanitize hands before browsing the library collection.
- If individuals browsing the library collection wash or sanitize hands first, wear face coverings correctly, and maintain physical distancing, books that they touch but do not select may be reshelved without being quarantined. When uncertain if those health and safety protocols were met, have a designated area to leave books that were touched but not checked out, and quarantine those materials following the Oregon Health Authority's [recommendation](#). Check the [State Library of Oregon's resource page for COVID-19 Operations Guidance](#) for additional information.

Recommended:

- ⇒ Remove upholstered furniture and soft seating from the library, or gather those in one area of the library that is clearly marked as being off limits. Or for larger pieces, like couches, clearly mark them as being off limits.
- ⇒ Add signage and floor markers to remind about and encourage physical distancing. As
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part of that, consider creating a one-way traffic flow in the library, including between aisles formed by shelving.

- ⇒ Avoid using shared supplies and devices. Otherwise, users should follow health and safety protocols (wash or sanitize hands, wear face coverings, maintain physical distancing), and library staff should clean and disinfect shared items between uses. For devices such as a library catalog, limit access to one individual at a time.
- ⇒ Students should remain in assigned seats as much as possible while in the library, except when browsing the collection or checking out materials.
- ⇒ *During comprehensive distance learning or if the library is inaccessible to students during in-person instruction, consider offering asynchronous (recordings) or synchronous (live online or in-person sessions) for instruction or read-alouds, and work with classroom teachers and/or administrators to determine the best delivery methods, etc. Library staff are encouraged to remove face coverings while recording read-alouds when alone to help with clear audio.*
- ⇒ During comprehensive distance learning or if the library is inaccessible to students during in-person instruction, consider alternative options for circulating library materials.
 - During comprehensive distance learning, books that students request through an established holds process or book bundles selected by library staff could be made available through curbside service, home delivery, etc.
 - When students are on campus, books that students request through an established holds process could be delivered to classrooms. Also, a selection of books (ex: a tub of books) could be checked out to a teacher for students to select from and to keep with their belongings in the classroom for a specified time. The teacher can determine how best to distribute those books, ensuring that everyone follows health and safety protocols (wash or sanitize hands, wear face coverings, maintain physical distancing).
 - If students will select books from a cart, ensure that individuals follow *health and safety* protocols (wash or sanitize hands, wear face coverings, maintain physical distancing).
 - The same cart or tub should not be shared between classrooms on the same school day unless it is cleaned and disinfected between visits/uses.