



Contra
Costa
County

To: Board of Supervisors
From: Melinda Cervantes, County Librarian
Date: May 26, 2020

Subject: Library Pandemic Preparedness Plan to Align with Orders of the County Health Officer

RECOMMENDATION(S):

APPROVE and AUTHORIZE the County Librarian to implement the Pandemic Preparedness Plan for Contra Costa County Library, attached, a scalable plan when reopening or closing Library facilities to align with the County Health Officer's COVID-19 or other pandemic Health Order.

FISCAL IMPACT:

No impact to the Library Fund.

BACKGROUND:

On March 16, 2020, 26 County libraries closed following the County Health Officer's Order regarding COVID-19. After review and analysis of several factors, the County Librarian is recommending a phased approach to reopening. Identifying phases will allow the Library to scale services both up and down depending on the health and safety conditions in each facility, and per any future County Health Orders. Local and national discussions have resulted in new industry standards for libraries to reopen safely for both employees and the public.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **05/26/2020** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: May 26, 2020

Contact:
925.608.7701

David Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

New procedures for access to materials, seating, computer use and frequent sanitizing of public spaces are being developed as well as the procurement of PPE, cleaning supplies, sneeze guards for service points, signage, etc. Of the 26 libraries, as many as five library outlets (Bay Point, Crockett, Oakley, Prewett and Rodeo) are so small that reopening may be delayed until a new Health Order removing social distancing requirements can be achieved. Two of these locations are located inside middle and high schools, one inside a community center, one library and Library Administration in privately owned facilities, and the remaining in city or county owned facilities. Coordination of increased daily cleaning of all facilities has yet to be determined.

The recommended phased approach to reopening includes the following scenarios in summary. The complete description of each phase is included in the attached plan.

- 1) Virtual services only; employees teleworking; expanded access to eBooks, eAudiobooks, streaming video and virtual programs;
- 2) Limited core services: Front door service for the pick-up of items on hold and drop-off of library books and other materials;
- 3) Reopening with some social distancing requirements: Limited and brief access to the library of no more than 25% of regular visits; 15-30 minute computer use; access to collection; no seating;
- 4) Full-scale reopening of the library: resumption of all core services; restore computers and seating; limited attendance at programs/meetings/assemblies;
- 5) Reopening followed by scaling down services or a second closure due to virus circulation.

CONSEQUENCE OF NEGATIVE ACTION:

If the Pandemic Protocol for county libraries is not approved, the health and welfare of the public and county employees will be at risk at the time of reopening.

CLERK'S ADDENDUM

Speaker: Stacy, library employee.

ATTACHMENTS

Library Pandemic Preparedness Plan