

BEFORE THE BOARD OF COUNTY COMMISSIONERS

FOR TILLAMOOK COUNTY, OREGON

In the Matter of Reopening Tillamook) ORDER
County Libraries During the COVID-19) #20-*046*
Local State of Emergency)

This matter came before the Tillamook County Board of Commissioners on September 30, 2020. The Board of Commissioners, being fully apprised, finds as follows:

1. Under the emergency powers granted by ORS Chapter 401, on March 14, 2020 the Board of Commissioners signed Resolution #R-20-005 designating a State of Emergency within Tillamook County due to the spread of the Coronavirus (COVID-19).
2. On March 25, 2020, the Board of Commissioners signed Order #20-013 closing certain Tillamook County offices to the public and directing non-essential county employees to stay home from work.
3. On May 22, 2020, the Board of Commissioners signed Order #20-023 reopening certain Tillamook County offices to the public and directing non-essential county employees to return to work beginning May 26, 2020. On June 8, 2020, all county offices were opened to the public by appointment only.
4. On September 2, 2020, the Board of Commissioners signed Resolution #R-20-024 further continuing the local State of Emergency through November 3, 2020.
5. On September 23, Sara Charlton, the Library Director, presented a reopening plan for Tillamook County libraries. The Board of Commissioners approved of the plan.

NOW, THEREFORE, IT IS HEREBY ORDERED THAT:

6. Beginning October 5, 2020, all Tillamook County libraries will be open in accordance with the reopening plan attached hereto as Exhibit A.

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DATED THIS 30th day of September, 2020.

THE BOARD OF COMMISSIONERS
FOR TILLAMOOK COUNTY, OREGON

| | Aye | Nay | Abstain/Absent |
|---|-----|-----|----------------|
| <u>Bill Baertlein</u> Bill Baertlein, Chair | ✓ | — | 1 |
| <u>MFBell</u> Mary Faith Bell, Vice-Chair | ✓ | — | 1 |
| <u>David Yamamoto</u> David Yamamoto, Commissioner | ✓ | — | 1 |

ATTEST: Tassi O'Neil
County Clerk

By: Tassi O'Neil
Special Deputy

APPROVED AS TO FORM:

Joel W. Stevens
Joel W. Stevens, County Counsel

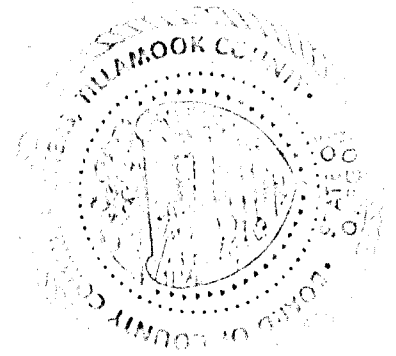


EXHIBIT A

Library Express Phase (*UPDATED 9/24/2020*) Reopening Plan for Tillamook County Libraries

Library Building Reopening Plan (Based on state guidelines and recommendation of the State Library of Oregon)

Open Hours at Tillamook County Library and Library Branches

Open Hours beginning October 5, 2020

Tillamook County Library

- Open to the public, with COVID-19 procedures in place, Monday through Friday 9am-5pm (to be determined based on staff availability)
- Staff hours at main – 8:30 am – 5:30 pm

Library Branches

- Open to the public, with COVID-19 procedures in place, Monday through Friday, 12 pm - 5 pm (to be determined based on staff availability)
- Staff hours at branches – 11:30 am – 5:30 pm

Library hopes to add more hours, evenings and weekends, as situation allows.

Building Capacity at Tillamook County Library and Library Branches

- Main Library Building - Total Capacity: 85 maximum library patrons (plus staff) in building during Library Express stage of reopening

Total building capacity is 30,000 square feet. Maximum 200 occupants (including staff) based on FEMA guidelines and adding additional spacing. Grouping will not be allowed. All seating and chairs will be removed until public computers are available. Public computers, when available, will be arranged to maintain 6' of social distancing. Copier/printer will not be available initially. General seating, once seating is available, will be spaced according to state guidelines and there will be no more than a total of 50 seats throughout the building (not including staff seating). People will not be grouped but interspersed throughout building for social distancing purposes.

At the branch libraries, computers and the copiers will not be available initially. Once we decide the situation is safe enough to offer computer sessions, we will only use one or two computers at each location to meet social distancing guidelines.

Total seating throughout library:

Under normal circumstances: The occupancy of the library is classified as "B". The occupant load and the assigned sq. ft. per person factor is based on the use of the room or space. Office spaces have an occupant load factor of 150 sq. ft. per person which usually equates to 1 person in each office. The library reading rooms have an occupant load factor of 50 sq. ft. per person and stacking areas have an occupant load factor of 150 sq. ft. per person. The other rooms used as conference/meeting types of uses where they have "tables and chairs" in the room have an occupant load factor of 15 sq. ft. per person. A more concentrated use of the meeting room such as removing the tables and only having chairs has an occupant load factor of 7 sq. ft. per person.

Based on these normal standards, we have reduced occupancy to a straight 150 square feet per person. This should more than compensate for social distancing and state guidelines.

- Limit the number of patrons in the library building to 85 maximum and focus on maintaining at least six feet of distance between all individuals. Each library branch will determine maximum occupancy to maintain at least six (6) feet of physical distancing, considering areas of the library prone to crowding and limit admittance accordingly.
- Library Express - Patrons entering libraries will be limited to 15 minutes. Patrons to use self-check out machines at the Tillamook Main Library. Hand sanitizer/wipes will be available at self-check out station. Branch libraries do not have self-check machines so staff will check out items at these locations. Masks will be available for patrons entering building if they do not bring their own.

Branch Libraries – Building Capacity

Patron capacity is limited at branches because the square footage is so much less than the main library. For this reason, we may have to schedule appointment times for the public at the branches if issues arise without appointments. Best practices to be determined.

Below is the patron capacity for each branch location, based on square footage.

- Manzanita – 15 occupants
- Rockaway – 8
- Garibaldi – 8
- Bay City – 8
- Pacific City – 15

Bookmobile

The bookmobile is too small and narrow to allow normal patron entry and browsing. We will continue with a curbside model of bookmobile service where patrons pick up their requests outside of the bookmobile. In some situations, we will allow a single patron to browse on the bookmobile after the staff member exits the bus.

Events and Meeting spaces

No events, programs or reservations of meeting spaces (Conference Room/Study Rooms) will be allowed unless permitted by Library Director. Monthly meetings of the Library Board, Library Foundation and union negotiation meetings will be allowed as long as they follow strict 6-foot social distancing guidelines and participants wear masks. Tele-conferencing will be used by some library boards.

Cleaning Plan and PPE at all libraries

Branches are normally cleaned weekly by a hired cleaner. Manzanita, Pacific City, and Rockaway cleaning is paid for by the Friends of the Library, per our contract. Bay City library is cleaned by a company paid by the city. The Garibaldi library has minimal cleaning as the city has cut back on this service and Norma does much of the cleaning. While Main Library is cleaned by the county-employed janitor, some cleaning duties at the branches will fall upon library personnel to keep up with the recommended standards.

The bulleted items listed below all apply at the main library, but only those in red will apply to branches. There will be one hand sanitizing station at each branch.

- Maintenance will regularly wipe down and clean high touch surfaces and shared desk spaces. Masks, hand sanitizer, wipes and/or harmless disinfectant solutions and paper towels will be provided for high touch areas for the public to use.
- Front Desk/Reference Desk will be sanitized 4 times daily.
- Community Rooms/Study Rooms, if used, will be sanitized after every meeting and at end of day.
- Bathrooms at the Main Library will be sanitized every 2 hours. (Initially, the bathrooms at branch libraries will be closed due to strict COVID cleaning policies.)
- Kitchen will be sanitized every 2 hours. Sponges have been removed from kitchen.
- High touch areas will be sanitized every 2 hours.
- Private offices will be sanitized after each work day.
- Shared office/desk spaces will be sanitized 3 times daily, before and after work plus midday. Staff will wipe down the front desk at the start of each desk shift.
- Staff are in charge of wiping down their own office spaces.
- Staff are encouraged to wash their hands frequently including first thing and last thing when they arrive and leave for the day.
- Face masks, gloves and hand sanitizer and/or sanitizing wipes will be available for patrons and staff.
- All toys, puppets will be removed from the kid's area.

- Staff will wear a face mask when moving around the building and interacting with the public or other staff members.
- Returned materials will be quarantined for 5 days.
- Five hand sanitizer stations for patrons will be located at the Main Library by entrance, exit, front desk and both self check-out machines. The library will offer hand sanitizer by the main doors of the library, the front desk and upstairs.

Children's, Teen and Adult Programs

There will be no live children/teen/adult programs in the libraries until further notice.

Front Desk Protocols

- Only staff are allowed to use the phone.
- Fines will not be charged until further notice. Staff will not accept money from patrons for fines/copies until further notice.
- All books returned whether in book drop or at the front desk will be held for 5 days. This will mean overriding any blocks to item limits.
- Staff will not assist patrons at computers, once public computers are available. Staff will stay behind plexiglass while assisting patrons unless they are able to observe six feet social distancing while assisting a patron (retrieving a book, safely showing how to do something, etc.)
- Library materials returned in outside book drop will be placed in quarantine for 5 days (dated). After five days, they will be checked in. Any books in the inside book drop will be also placed in a quarantine for 5 days (dated) before checking in. See link for REALM study which recommends keeping library materials in quarantine for 5 days:
<https://www.webjunction.org/content/dam/WebJunction/Documents/webJunction/realms/test3-report.pdf>
- Patrons will be encouraged to use the self-check machines at the main library to check items out to avoid staff to patron interaction.

Miscellaneous

The Library will post clear signs from healthoregon.org, listing COVID-19 symptoms, asking employees and patrons with symptoms to stay home, and listing who to contact if they need assistance.

The following rules will be in place

- Masks are required to enter the library for ages 5 and over
- Time limit of 15 minutes
- Please stay six feet apart
- Chairs and tables not available at this time
- Please use hand sanitizer (provided by the library)

Carts will be placed at end of book stacks. Signs will be posted throughout the stacks asking patrons to place items they touch on the carts if they are not checking them out.

Tillamook Library only - The library will encourage a clear one-way flow through the library's main pathway using arrows. The library will put signs and tape on the floor to encourage social distancing at the front desk area.

Anyone not respecting social distancing rules that is being a nuisance to staff and others will be asked to leave the building. Minors not respecting rules will be asked to leave for the day. Family units and small groups that enter the building together are okay per governor's requirements.

Patrons will come in through the main entrance and exit out the west side door at the Tillamook Library.