

Stage 4 Waukesha Public Library COVID-19 plan--target implementation date: July 20, 2020.

- Stage 1—Virtual Programming only (March 13-April 24)
- Stage 2—Curbside Pickup (April 27-June 5)
- Stage 3—Limited Computer Access and Holds Pickup (June 8-July 18)
- Stage 4—Browsing (July 20-t.b.d.)

Criteria for Changing Stages

The Library Director will consult with managers, the Library Board president, and City Administration, using data from the [COVID-19 Dashboard for Waukesha County](#) to decide to change stages. The Director will attempt to make longer-term decisions, not reacting to daily fluctuations. The goal of Stage 4 is to find a long-term sustainable service that balances access to services and staff and public safety.

Stage 4 Highlights

- Library shelves on all floors will be opened to the public.
- Library hours will be reduced to provide more time for staff to clean the building and limit staff exposure. An hours reduction increases our chance of sustaining this service level.
 - Mon-Fri: 9-6
 - Sat: 9-1
- Maximum Occupancy will be 250. This is based on the Department of Public Instruction's "Occupancy Calculator," calculating based on 60,000 square feet for the public at 25% occupancy.

Masks

1. The public will be strongly urged to wear masks. Masks will be available at each staff desk. Signs will be posted throughout the library asking the public to wear masks (or)
 2. The public will be required to wear masks inside the library. Masks will be available for public use.
- Managers will be stationed in the lobby, welcoming the public.
 - Staff stations (circulation, reference, and children's) will be reconfigured with plexiglass shielding.
 - Some chairs will be available; the overall number greatly reduced and separated.
 - The public will be urged, through signs, to limit time in the library. Staff will not monitor anyone's time in the building and we recognize some patrons may spend a long time here.
 - The Community Room and study rooms will remain closed for programs and meetings.
 - Children's computers will not be available. Toys will be removed from 321 Alphabet Square.
 - Teen and adult computers will be reduced for social distancing.
 - Daily computer use will be limited.
 - In-person programming will remain largely unavailable. Outdoor and special events will be evaluated for safety and some may proceed.