

### South Georgia Regional Library System Pandemic Service & Access Guide

Service/Access	Phase 1: Traditional	Phase 2: Precautionary	Phase 3: Limited Seating	Phase 4: Walkthrough Library	Phase 5: Closed with Curbside	Phase 6: Closed to Public	Phase 7: Staff at Home
<b>Mandates/Recommendations</b>	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>Social distancing; Group size as recommended</li> </ul>	<ul style="list-style-type: none"> <li>Social distancing; Group size as recommended</li> </ul>	<ul style="list-style-type: none"> <li>Social distancing; No groups</li> </ul>	<ul style="list-style-type: none"> <li>Governor's Shelter in Place Order modified or extended for vulnerable individuals</li> </ul>	<ul style="list-style-type: none"> <li>Governor's Shelter in Place Order modified or extended for vulnerable individuals</li> </ul>	<ul style="list-style-type: none"> <li>Governor issues Shelter in Place Order</li> </ul>
<b>Hours of Operation</b>	<ul style="list-style-type: none"> <li>Regular hours</li> </ul>	<ul style="list-style-type: none"> <li>Hours may be limited</li> </ul>	<ul style="list-style-type: none"> <li>Limited</li> </ul>	<ul style="list-style-type: none"> <li>Limited</li> </ul>	<ul style="list-style-type: none"> <li>Limited; Some locations remain closed</li> </ul>	<ul style="list-style-type: none"> <li>Limited; Some locations remain closed</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>
<b>Staff in Building</b>	<ul style="list-style-type: none"> <li>All staff in building</li> </ul>	<ul style="list-style-type: none"> <li>All staff in building with shift modifications dependent on operating hours</li> </ul>	<ul style="list-style-type: none"> <li>All staff in building with shift modifications due to limited hours</li> </ul>	<ul style="list-style-type: none"> <li>All staff in building with shift modifications due to limited hours</li> </ul>	<ul style="list-style-type: none"> <li>Limited staff in building in team shifts</li> </ul>	<ul style="list-style-type: none"> <li>Limited staff in building in team shifts</li> </ul>	<ul style="list-style-type: none"> <li>Administration/essential staff</li> </ul>
<b>Staff Hours</b>	<ul style="list-style-type: none"> <li>Staff works regular shift as scheduled</li> </ul>	<ul style="list-style-type: none"> <li>Staff works regular shift as scheduled</li> </ul>	<ul style="list-style-type: none"> <li>Vulnerable staff will coordinate leave options with Human Resources as needed</li> </ul>	<ul style="list-style-type: none"> <li>Vulnerable staff will coordinate leave options with Human Resources as needed</li> </ul>	<ul style="list-style-type: none"> <li>Staff working in building</li> <li>Flexible schedule/telework if duties can be completed off site</li> <li>Vulnerable staff will coordinate leave options with Human Resources as needed</li> </ul>	<ul style="list-style-type: none"> <li>Staff working in building</li> <li>Flexible schedule/telework if duties can be completed off site</li> <li>Vulnerable staff will coordinate leave options with Human Resources as needed</li> </ul>	<ul style="list-style-type: none"> <li>Staff will work from home if duties can be completed off site</li> </ul>
<b>Building Capacity</b>	<ul style="list-style-type: none"> <li>100% capacity</li> </ul>	<ul style="list-style-type: none"> <li>Percentage of building capacity as recommended</li> </ul>	<ul style="list-style-type: none"> <li>Percentage of building capacity as recommended</li> </ul>	<ul style="list-style-type: none"> <li>Percentage of building capacity as recommended</li> </ul>	<ul style="list-style-type: none"> <li>Staff only</li> </ul>	<ul style="list-style-type: none"> <li>Staff only</li> </ul>	<ul style="list-style-type: none"> <li>Essential staff only</li> </ul>
<b>Protective Measures</b>	<ul style="list-style-type: none"> <li>As needed</li> </ul>	<ul style="list-style-type: none"> <li>Staff health screening and mask may be required</li> <li>Gloves and hand sanitizer available for staff</li> <li>Surfaces and equipment regularly wiped down</li> <li>Hand sanitizer available for patrons</li> <li>Sneeze guards at service points</li> <li>One way aisles in stacks</li> <li>Seating may be limited</li> </ul>	<ul style="list-style-type: none"> <li>Staff health screening and mask required</li> <li>Gloves and hand sanitizer available for staff</li> <li>Surfaces and equipment regularly wiped down</li> <li>Cleaning and shelving to happen before &amp; after opening</li> <li>Masks required for patrons</li> <li>Hand sanitizer available for patrons</li> <li>Sneeze guards at service points</li> <li>Six-foot spacing marks on floor at service desks</li> <li>One way aisles in stacks</li> <li>Limited seating</li> <li>Access to public spaces limited</li> </ul>	<ul style="list-style-type: none"> <li>Staff health screening and mask required</li> <li>Gloves and hand sanitizer available for staff</li> <li>Surfaces and equipment regularly wiped down</li> <li>Cleaning and shelving to happen before &amp; after opening</li> <li>Masks required for patrons</li> <li>Hand sanitizer available for patrons</li> <li>Sneeze guards at service points</li> <li>Six-foot spacing marks on floor at service desks</li> <li>One way aisles in stacks</li> <li>No seating (except computers)</li> <li>Access to public spaces limited</li> </ul>	<ul style="list-style-type: none"> <li>Staff health screening and mask required</li> <li>Gloves and hand sanitizer available for staff</li> <li>Surfaces regularly wiped down</li> </ul>	<ul style="list-style-type: none"> <li>Staff health screening and mask required</li> <li>Gloves and hand sanitizer available for staff</li> <li>Surfaces regularly wiped down</li> </ul>	<ul style="list-style-type: none"> <li>Essential staff health screening and mask required</li> <li>Gloves and hand sanitizer available for essential staff</li> <li>Surfaces regularly wiped down</li> </ul>
<b>Materials/Check Out</b>	<ul style="list-style-type: none"> <li>Digital</li> <li>Regular checkout</li> <li>Self-checkout</li> </ul>	<ul style="list-style-type: none"> <li>Digital</li> <li>Regular checkout</li> <li>Self-checkout</li> </ul>	<ul style="list-style-type: none"> <li>Digital</li> <li>Holds pickup curbside</li> <li>No public holds shelf</li> <li>Self-checkout</li> <li>Limited regular checkout</li> </ul>	<ul style="list-style-type: none"> <li>Digital</li> <li>Holds pickup curbside</li> <li>No public holds shelf</li> <li>Self-checkout</li> <li>Limited regular checkout</li> </ul>	<ul style="list-style-type: none"> <li>Digital</li> <li>Holds pickup curbside</li> </ul>	<ul style="list-style-type: none"> <li>Digital</li> </ul>	<ul style="list-style-type: none"> <li>Digital</li> </ul>
<b>Services</b>	<ul style="list-style-type: none"> <li>All services</li> <li>Regular programming</li> </ul>	<ul style="list-style-type: none"> <li>Virtual programs</li> <li>Grab &amp; Go crafts</li> <li>In-house programs; group size may be limited</li> <li>No passport services</li> <li>Number of public computers may be limited</li> </ul>	<ul style="list-style-type: none"> <li>Virtual programs</li> <li>Curbside and Grab &amp; Go crafts for pickup</li> <li>Wi-Fi hours extended; no password required</li> <li>Copy, scan, &amp; printing available (coin machine payment only)</li> <li>Limited number of public computers available; session time limited; limited number of sessions</li> <li>No magazines, newspapers</li> <li>No toys, puzzles, games, crayons, etc.</li> <li>Issue temporary Digital Only library cards</li> </ul>	<ul style="list-style-type: none"> <li>Virtual programs</li> <li>Curbside Crafts for pickup</li> <li>Wi-Fi hours extended; no password required</li> <li>Copy, scan, &amp; printing available (coin machine payment only)</li> <li>Limited number of public computers available; session time limited; limited number of sessions</li> <li>No magazines, newspapers</li> <li>No toys, puzzles, games, crayons, etc.</li> <li>Issue temporary Digital Only library cards</li> </ul>	<ul style="list-style-type: none"> <li>Virtual programs</li> <li>Curbside Crafts for pickup</li> <li>Wi-Fi hours extended; no password required</li> <li>Reference help by phone or virtual chat</li> <li>Issue temporary Digital Only library cards</li> </ul>	<ul style="list-style-type: none"> <li>Digital only</li> <li>Virtual programs</li> <li>Wi-Fi hours extended; no password required</li> <li>Reference help by phone or virtual chat</li> <li>Issue temporary Digital Only library cards</li> </ul>	<ul style="list-style-type: none"> <li>Digital only</li> <li>Wi-Fi hours extended; no password required</li> <li>Virtual programs</li> <li>Reference help by virtual chat</li> </ul>
<b>Returns</b>	<ul style="list-style-type: none"> <li>All book drops open</li> <li>Due dates enforced</li> </ul>	<ul style="list-style-type: none"> <li>All book drops open</li> <li>Due dates enforced</li> </ul>	<ul style="list-style-type: none"> <li>Exterior book drops attached to building available; Exterior freestanding book drops closed</li> <li>Interior book drop at Willis L. Miller Library, and alternative interior book return at branches available</li> <li>Returns quarantined according to recommendations</li> <li>No late fees</li> </ul>	<ul style="list-style-type: none"> <li>Exterior book drops attached to building available; Exterior freestanding book drops closed</li> <li>Interior book drop at Willis L. Miller Library, and alternative interior book return at branches available</li> <li>Returns quarantined according to recommendations</li> <li>No late fees</li> </ul>	<ul style="list-style-type: none"> <li>Exterior book drops attached to building available; Exterior freestanding book drops closed</li> <li>Returns quarantined according to recommendations</li> <li>No late fees</li> </ul>	<ul style="list-style-type: none"> <li>Exterior book drops attached to building available; Exterior freestanding book drops closed</li> <li>Returns quarantined according to recommendations</li> <li>No late fees</li> </ul>	<ul style="list-style-type: none"> <li>Exterior book drops attached to building available; Exterior freestanding book drops closed</li> <li>Returns quarantined according to recommendations</li> <li>No late fees</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>All restrooms available</li> </ul>	<ul style="list-style-type: none"> <li>All restrooms available</li> </ul>	<ul style="list-style-type: none"> <li>All restrooms available</li> </ul>	<ul style="list-style-type: none"> <li>Restrooms available</li> </ul>	<ul style="list-style-type: none"> <li>Access to restrooms for staff only</li> </ul>	<ul style="list-style-type: none"> <li>Access to restrooms for staff only</li> </ul>	<ul style="list-style-type: none"> <li>Access to restrooms for administration/essential staff only</li> </ul>
<b>Meeting Rooms/Study Rooms</b>	<ul style="list-style-type: none"> <li>Study rooms open</li> <li>Meeting rooms open</li> </ul>	<ul style="list-style-type: none"> <li>Meeting rooms available; group size may be limited</li> </ul>	<ul style="list-style-type: none"> <li>Combined Community Hall at Willis L. Miller Library will be available; group size will be limited; unavailable at branches</li> <li>Study rooms closed</li> </ul>	<ul style="list-style-type: none"> <li>Unavailable to public</li> </ul>	<ul style="list-style-type: none"> <li>Unavailable to public</li> </ul>	<ul style="list-style-type: none"> <li>Unavailable to public</li> </ul>	<ul style="list-style-type: none"> <li>Unavailable to public</li> </ul>
<b>Materials Donations</b>	<ul style="list-style-type: none"> <li>Donations accepted</li> </ul>	<ul style="list-style-type: none"> <li>Donations accepted</li> </ul>	<ul style="list-style-type: none"> <li>Donations accepted; quarantined according to recommendations</li> </ul>	<ul style="list-style-type: none"> <li>None accepted</li> </ul>	<ul style="list-style-type: none"> <li>None accepted</li> </ul>	<ul style="list-style-type: none"> <li>None accepted</li> </ul>	<ul style="list-style-type: none"> <li>None accepted</li> </ul>
<b>Volunteers</b>	<ul style="list-style-type: none"> <li>Volunteers in building</li> </ul>	<ul style="list-style-type: none"> <li>Volunteer access may be limited</li> <li>Number of volunteers may be limited</li> </ul>	<ul style="list-style-type: none"> <li>Limited access for volunteers</li> <li>Limited number of volunteers</li> </ul>	<ul style="list-style-type: none"> <li>No volunteers</li> </ul>	<ul style="list-style-type: none"> <li>No volunteers</li> </ul>	<ul style="list-style-type: none"> <li>No volunteers</li> </ul>	<ul style="list-style-type: none"> <li>No volunteers</li> </ul>