

Basalt Regional Library Plan for Pandemic Response by Dial Dashboard Level

Responding to our Community

The Library will follow the guidance of Pitkin and Eagle counties in determining levels of service. In consultation with the respective Departments of Public Health, the Library will use the following parameters of service for each level on the Colorado Department of Public Health & Environment (CDPHE) COVID-19 Dial Dashboard:

- **LEVEL GREEN – PROTECT OUR NEIGHBORS**
 - Maximum 50% Capacity
 - Gathering size – follow local restrictions for indoor/outdoor and social distancing protocols
 - Services to include:
 - In-library browsing
 - Computer Use
 - Study Room and Meeting Room Use – TBD based on local Public Health Recommendations
 - Programming and Group Meetings – Virtual programs, outside programs with social distancing, indoor meetings & programs – TBD based on local Public Health Recommendations
 - Curbside Pickup available

- **LEVEL BLUE - SAFER AT HOME – CAUTIOUS**
 - Maintain Level Yellow services for at least 3 weeks before adding additional services or reducing restrictions (consult with Public Health first)
 - Limited capacity in library
 - In-library browsing
 - Computer Use
 - Curbside Pickup available

- **LEVEL YELLOW - SAFER AT HOME – CONCERN**
 - Limited capacity in building
 - Computer Use (one hour per day)
 - Browsing collection, limit visits to one hour
 - No Seating Available other than for computer stations
 - No study room use
 - No Group Meeting Room or Conference Room Bookings
 - Community room available to reserve as study space, one hour per day, one household or one tutor and student
 - Curbside Pickup available

- **LEVEL ORANGE** - SAFER AT HOME- HIGH RISK
 - Retreat to curbside services only (library material pickup, remote printing delivered curbside)
 - Library staff available by phone, email, webchat, and walk-up service
 - Concierge services available (staff will retrieve item requests for pickup, select items based on general preferences, make recommendations and selections)
 - Library closed for in-person browsing or computer use
 - Virtual programs

- **LEVEL RED - STAY AT HOME** - Library Closed
 - Virtual Programs provided
 - Library staff provides remote assistance by email and chat
 - Digital Resources and checkouts, no physical materials checkout out
 - Book Drop Closed for returns

Maintaining a Safe Space

In order to keep our community and staff safe, the Library will follow these protocols when a staff member is symptomatic:

- A staff member who is symptomatic will isolate at home. If symptoms persist for two days, or at the recommendation of a medical professional, the staff member will get tested.
- If a staff member undergoes testing, the Library will limit services to Curbside Takeout while awaiting test results.
 - If results are negative, the Library will re-open to the level of service offered for the current level on the Covid-19 Dial Dashboard.
 - If any staff member tests positive, the Library will immediately close and all staff will quarantine for 14 days. The Library will be cleaned and re-open to the level of service offered for the current level on the Covid-19 Dial Dashboard after 14 days.