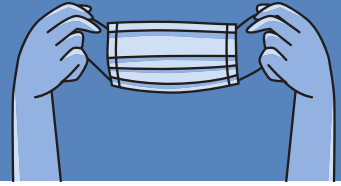
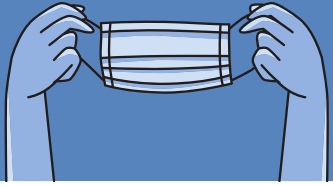


CMC SAFETY PROTOCOLS



Library programming services can continue to be provided in a safe manner for library staff, faculty, and students following Center for Disease Control & Prevention (CDC), state Department of Health (DOH) guidelines and locally developed Health & Safety Plan.

- 1 Library hours will be from **8:00 a.m. until 4:00 p.m.** The library will not be open before first period. Limited numbers will be allowed after the final bell.
- 2 All CDC safety and social distancing guidelines will be maintained including wearing a mask or face shield at all times and sanitizing chairs and carrels after each use.
- 3 Students must use hand sanitizer before entering and exiting the CMC.
- 4 Casual browsing is not allowed. Students must search for books through the online catalog. Students can place a book(s) on hold or ask a librarian to retrieve the copy. Librarians can deliver books to English classrooms.
- 5 Returned books must be placed directly in the book drop and will be quarantined for three days before being checked in.
- 6 All library supplies, such as staplers, tape, hole punchers, and chargers, can only be used with librarian assistance.

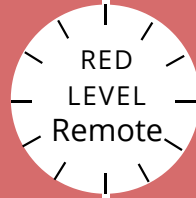


CMC OPENING PLAN AND COVID RESPONSE

INSTRUCTION: 100% REMOTE

LIBRARIANS WILL...

- provide instruction to students both synchronously and asynchronously via Zoom or Schoology.
- maintain robust library website and online resources
- attend planning meetings with faculty & educational partners
- offer technology support
- provide intellectual property guidance
- curate lists of resources



CIRCULATION: 100% REMOTE

LIBRARIANS WILL...

- develop and maintain collection of high-quality digital resources to meet diverse needs of faculty, staff & students
- provide tutorials for students, faculty & staff on district databases and digital platforms
- offer digital resource recommendations (eBooks, audiobooks, digital magazines, databases, etc.)

INSTRUCTION: LIMITED

LIBRARIANS WILL...

- perform all instructional tasks listed in Red Level
- provide limited in person faculty & staff assistance with digital applications and library resources



CIRCULATION: LIMITED

LIBRARIANS WILL...

- perform all circulation tasks listed in Red Level
- open physical library space to faculty
- circulate books to teachers for instructional purposes
- circulate physical books to students (in school) on a rotating basis via delivery to classrooms
- circulate physical books to remote students via scheduled curbside

INSTRUCTION: IN PERSON/REMOTE

LIBRARIANS WILL...

- perform all instructional tasks listed in Red Level in person or remotely (at librarian's discretion)



CIRCULATION: IN PERSON

LIBRARIANS WILL...

- perform all circulation tasks listed in Red Level
- create a schedule for individual students or small groups to use the library space and resources.
- continue curbside services for remote students
- limit shelf access to individual students

Plans should be flexible and change fluidly as new data and additional school and government guidance become available.

Adapted from Allison Mackley, Kim Borden (Pen Argyl, PA), PSIA Crowdsourced Tiered Plan and the Eanes ISD Library Dept. (Texas)