



100 LIBRARY LANE  
GRAYSLAKE, IL 60030  
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grayslake.info

## Reopening Procedure During Pandemic

(Patron Update)

COVID-19 has forced our building to close temporarily, but it has not closed our library. Virtual and digital services continue, developed and provided through the talents and creativity of the library's extraordinary staff. As we commit every day to extend those services to our community, we are thinking carefully about what a return to our physical spaces must consider and include. While we assess our environment and discuss scenarios, there are elements of that environment we do not know and cannot predict, such as when governmental orders to shelter in place and to permit only "essential" services to continue will be lifted. We do know, however, that a return to physical spaces will not be an immediate return to a pre-pandemic environment. First and foremost, the health, safety, and well-being of our staff members and our patrons have guided and will continue to guide the development of these stages and in large part will determine when we reopen our facilities.

The Library Director reopens the library building and services in consultation with the Library Board President while in communication with the Library Board of Trustees and local authorities, and in response to recommendations and directives from the CDC, WHO, federal, state and local government agencies. We are following [Restore Illinois Phases for our Region](#).

Note: Specific details about protocols and procedures for phases are often finalized during the planning while in the previous phase. For example, final decisions about services in Phase 3 will be made while planning in Phase 2 based on the environmental conditions at that time. The items below are listed for inclusion in the planning process.

**Restore Illinois Phase 1:** Closed to the public, staff in building to perform essential duties with appropriate PPE and safety procedures. All staff working remotely upon Board approval.

**Restore Illinois Phase 2:** Closed to the public, staff in building to perform essential duties with appropriate PPE and safety procedures. Virtual programming, reference, and chat services being offered remotely. Book drops open to receive returned materials. All public meeting rooms will remain closed to the public.

**Restore Illinois Phase 3:** Closed to the public, staff in building to perform essential duties including curbside services with appropriate PPE and safety procedures. Virtual programming, reference, and chat services being offered remotely. Book drops will be open to receive returned materials.

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Curbside Hours & Services (subject to change): Materials Checkout, Hub 3D prints, tax forms, and prints

- Winter (November 1, 2020-March 13, 2021): Monday-Friday 10am-4pm; Saturday 10am-1pm; Sunday 1pm-4pm
- Spring (March 14, 2021-May 29, 2021): Monday-Thursday 10am-7pm; Friday 10am to 4pm; Sat 10am-1pm; Sunday 1pm-4pm
- Summer (May 30, 2021-September 5, 2021): Monday-Thursday 10am-7pm; Friday 10am to 4pm; Sat 10am-1pm; Closed Sunday
- Fall (September 6, 2021-November 6, 2021): Monday-Thursday 10am-7pm; Friday 10am to 4pm; Sat 10am-1pm; Sunday 1pm-4pm

Reference Hours & Services (subject to change): Chat, email, and phone Monday-Thursday 10am-8pm; Friday 10am to 5pm; Saturday 10am-2pm; Sunday 1pm-5pm (Sundays close annually from Memorial through Labor Day)

To maintain the health, safety, and well-being of our staff members and volunteers, volunteer work will not take place in the building.

**Restore Illinois Phase 4:** Open to the public with public health & safety guidelines adhered to under guidance from the Illinois Department of Health. Programming will be virtual due to social distancing requirements and the need to quarantine materials in meeting rooms. Out of an abundance of caution, services will be restored and added back in subphases.

Out of an abundance of caution, services will be restored and added back in subphases:

- **Phase 4 A & B:** Patrons will be allowed in the building with limited access (Grab & Go). Masks and social distancing will be required. Appointments may be utilized.
  - Per IDPH, and out of an abundance of caution additionally, Lake County and risk factors for the Grayslake community, if the positivity rate averages less than or equal to 6.5 percent over a 3-day consecutive period the library building will reopen to the public for Grab & Go. Follow the latest regional metrics at: <https://dph.illinois.gov/regionmetrics>.
- **Phase 4C:** [Mitigation of resurgence by the Illinois Dept. of Health](#) for Region 9 at 8% 7 Day Rolling Average Test Positivity 3 Consecutive Days, and out of an abundance of caution additionally, Lake County and risk factors for the Grayslake community. In essence, refer back to Restore Illinois Phase 3 but staff can still be in the building for both non-essential and essential services with appropriate PPE and safety procedures.

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- **Phase 4D:** [Mitigation of resurgence by the Illinois Dept. of Health](#) for Region 9 at Tier 3, and out of an abundance of caution additionally, Lake County and risk factors for the Grayslake community. In essence refer back to Restore Illinois Phase 3.

All public meeting rooms and study rooms will remain closed to the public. To maintain the health, safety, and well-being of our staff members and volunteers, volunteer work will not take place in the building.

**Restore Illinois Phase 4.5:** Governor Pritzker and IDPH Director Dr. Ngozi Ezike introduced 4.5, a "[bridge phase](#)", on March 18, 2021 that will go into effect once key factors have been met including "70% of Illinoisans age 65 and up [receiving] at least one dose of the vaccine." Open to the public at 60% of capacity and restoration to full hours with public health & safety guidelines adhered to under guidance from the Illinois Department of Health (IDPH). Socially distanced seating at 60% capacity will become available and some open air programming may be on location as long as health guidelines are adhered to at 60% socially distant capacity. Some virtual programming will continue. Masks will continue to be required out of an abundance of caution.

Library Building Open Hours:

- Mon - Thr: 9:30am-9pm
- Fri: 9:30am-6pm
- Sat: 9:30am-5pm
- Sun: 1pm-5pm (closed Sundays for the Summer starting May 30th)

Curbside Pickup Hours (subject to change based on weather conditions):

- Spring (March 14, 2021-May 29, 2021): Monday-Thursday 10am-7pm; Friday 10am to 4pm; Saturday 10am-4pm; Sunday 1pm-4pm
- Summer (May 30, 2021-September 5, 2021): Monday-Thursday 10am-7pm; Friday 10am to 4pm; Saturday 10am-4pm; Closed Sunday
- Fall (September 6, 2021-November 6, 2021): Monday-Thursday 10am-7pm; Friday 10am to 4pm; Saturday 10am-4pm; Sunday 1pm-4pm

All public meeting rooms and study rooms will remain closed to the public due to our HVAC system not equipped to meet current COVID ventilation requirements. To maintain the health, safety, and well-being of our staff members and volunteers, volunteers who help in the building must follow staff safety protocols. Book donations will be accepted. One box per family per day.

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**Restore Illinois Phase 5:** Open to the public with all manner of in-person services and programming restored “[with new safety guidance and procedures.](#)” Current guidelines state that Illinois can only move into Phase 5 when 50% of the population 16 years and older is fully vaccinated for COVID-19. Statewide metrics for hospitalizations and deaths must also remain stable. Curbside hours remain as noted in 4.5:

Curbside Pickup Hours (subject to change based on weather conditions):

- Spring (March 14, 2021-May 29, 2021): Monday-Thursday 10am-7pm; Friday 10am to 4pm; Saturday 10am-4pm; Sunday 1pm-4pm
- Summer (May 30, 2021-September 5, 2021): Monday-Thursday 10am-7pm; Friday 10am to 4pm; Saturday 10am-4pm; Closed Sunday
- Fall (September 6, 2021-November 6, 2021): Monday-Thursday 10am-7pm; Friday 10am to 4pm; Saturday 10am-4pm; Sunday 1pm-4pm

All unvaccinated persons should wear masks in crowded settings, both indoors and outdoors, especially when youth are present. See [CDC](#) guidance for further information.

\*We will continue to consult the CDC and IDPH websites for updated resources, guidelines, and rules related to COVID-19 safety until further notice.

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