

PHASED APPROACH TO RE-OPENING WCLS LOCATIONS as of 7/21/2020

If State returns to a previous phase, WCLS services will revert to that phase too.

Note:
Steps within a phase may not happen simultaneously



PAGE 1

Staff

PREPARATION & CURBSIDE

- Work from home where applicable
- Assigned
- All other staff on call; receive Closure Pay
- Essential travel only

LIMITED SERVICES

- Staff resume work activities or use leave accruals; Closure Pay in limited cases
- Work from home where applicable
- Assigned to physical locations; staggered schedules for distancing
- Daily health self-assessment and facemask required before reporting to a WCLS location

LIMITED OPENING

- Work from home where applicable
- Assigned to physical locations
- Closure Pay not available
- Must do health self-assessment before reporting to a WCLS location and wear mask

REGULAR OPERATIONS

- Work from home where applicable
- Assigned to physical locations

Buildings

- Closed to the public
- Staff access to prepare for Phase 2 and 3
- Staff access to perform essential functions, support, and curbside holds pickup

- Closed to the public
- Deliveries (mail, packages, courier) 24-hour quarantine
- Physical distancing for staff work areas
- Disinfect high touch areas
- No Friends / Volunteers

- Open to public
- Courtesy hours for at-risk
- Staff monitor building capacity
- Physical distancing
- Disinfect high touch areas
- Encourage brief visits

- Open to public
- Friends / Volunteers return

Note:
Steps within a phase may not happen simultaneously



PREPARATION & CURBSIDE

LIMITED SERVICES

LIMITED OPENING

REGULAR OPERATIONS

PAGE 2

Book Returns

- On-site returns are open when branch is open
- Off-site returns closed
- No donations
- 4-day quarantine

- On-site returns are open when branch is open
- Off-site returns open
- No donations
- 4-day quarantine

- Same as Phase 2

- Open 24/7
- Donations welcome

Public Services – on site

- Drive-up WiFi
- Curbside Holds Pickup*
- Email printout service
- Online payments only
- Bookmobile holds pickup
- Interlibrary Loan service
- *as allowed by WA State

- Same as Phase 1

- Same as Phase 1 plus:
- Internet by reservation
- Small group programs
- Patrons scan own cards / grab own receipts / bag own materials at CKO
- Contact tracing

- Curbside Holds Pickup for at-risk patrons
- Bookmobile Service Resumes inside vehicle
- Resume all programming and mtg. rm. reservations
- Resume accepting cash payments

Public Services – remote

- Online services & programs
- Phones 7 days/week; 10 a.m. to 6 p.m.
- Email / Chat reference
- Virtual Board meetings
- Virtual staff meetings
- Virtual Friends' meetings
- Deliveries to branches*
- Deliveries to BPL
- * Deliveries to PR depend on border restrictions

- Same as Phase 1

- Same as Phase 1 plus:
- Phones 7 days/week; Regular open hours
- Jail Services resume*
- Virtual attendance at Board meetings encouraged

**As allowed by WC Jail*

- Online services & programs
- Phones 7 days/week; Regular open hours
- Email / Chat reference
- Regular Outreach deliveries resume