



MEMORANDUM

TO: Dr. Ronald R. Heezen, Executive Director; District-wide Staff

FROM: Matt McNally, Community Engagement Director

DATE: May 31, 2020

SUBJECT: Community Engagement Operations Plan

LIBRARY DISTRICT RE-OPENING FRAMEWORK

On April 28, 2020 the Library District Board of Trustees approved a phased approach and re-opening framework for Library District services due to facility closures related to covid-19. These phases were later aligned to match the State of Nevada phased re-opening approach put forward by Governor Sisolak. The departments of Community Engagement (Gallery Services, Literacy Services, Outreach Services, Programming and Venues Services, and Youth Services Administration) have developed detailed plans to support the Library District's framework and are outlined in this memorandum. Community Engagement departments developed action plans during a pre-phase to support services in four additional phases:

- Pre-Phase – Staff and Building Preparations
- Phase One – Curbside Service Begins (No Building Access)
- Phase Two – Limited Building Access (Critical Needs)
- Phase Three – Expanded Services
- Phase Four – Return to "New Normal"

EXECUTIVE SUMMARY

Community Engagement administrators will provide guidance and ensure that staff have been properly trained to adapt and work in facilities under new covid-19 conditions with colleagues, customers, partners, contractors, and vendors. Partners, contractors, and vendors will be required to comply with the same safety precautions implemented for Library District staff. Staff will first and foremost adhere to social distancing and directives/guidelines provided by federal, state, and local governments, Governor Sisolak, the Center for Disease Control and Prevention, and Southern Nevada Health District.

The departments and staff of Community Engagement will then adhere to Library District policies, procedures, and guidelines identified for the Library District as a whole. These include directives provided by the Community Engagement department and directives provided by other departments alike, which cover areas such protective equipment, staff training, District vehicles, materials handling, staff scheduling, team meetings, and others.

All programs, events, rental usage of meeting rooms and performing arts centers (PAC's), art gallery receptions, and outreach activities scheduled to occur prior to June 30 will remain suspended. Community Engagement will place added emphasis on future programs to support critical needs of our community when possible. These may include but are not limited to the areas of:

- Unemployment
- Business development
- Job/Career placement
- Food sustainability
- Financial literacy
- Social services
- Early childhood education
- Adult literacy services
- Health & wellness
- Covid-19
- Do-It-Yourself (DIY) projects
- Self-directed learning and discovery
- Census 2020
- Voting
- Tax assistance
- Homelessness
- Science, Technology, Engineering, Arts, Mathematics (STEAM) programs

A strong emphasis will be placed on virtual programming by all Community Engagement departments in all phases of the framework. This virtual approach will allow customers to experience library services in a socially distanced manner. Virtual programs will be provided multiple ways:

- CREATE Programs created by our own staff, partners, and contractors (for free).
- CONNECT Programs we intend to highlight that have been generated elsewhere.
- CONTRACT Programs of an extraordinary or unique quality which the District acquires rights through a contractual agreement to provide the event.

Some Community Engagement staff in *Phase One* and *Phase Two* of the framework are likely to be tasked with supporting Library Operations critical branch needs as Library District services return. Venues and equipment may also be repurposed to support Library Operations critical branch needs.

Each department has identified how services will be restored in a phased approach to provide safer operations in light of covid-19:

GALLERY SERVICES

Darren Johnson; Gallery Services Manager

PHASE ONE/TWO

- No in-person art gallery group gatherings will occur. This also includes artist receptions. This will remain in effect through at least June 30.
- A strong emphasis will be placed on virtual programs that can be shared via the Library District's YouTube page or using the WebEx events platform.
- Galleries will remain open and display scheduled exhibits.

- No physical guestbook; will explore the possibility of an online guestbook as a replacement.
- Exhibit information featuring the title, artist, and description will be displayed in a larger format.
- If necessary, seating can be removed from galleries to discourage loitering.
- If necessary, 6-foot social distancing floor decals can be added to gallery spaces.
- Maximum occupancy signs will be adjusted to reflect occupancy for social distancing.
- Safety Measures.
 - All exhibiting artists will be asked to conform to the same mitigation standards as our staff. Some areas include helping to socially distance people a minimum of six feet apart, wearing a mask, and taking personal responsibility to help mitigate infection from spreading to others.
 - Staff will wear gloves when handling art.
 - Installations will be coordinated allowing artists rear entry to the facility when available.
- Programming.
 - Virtual tours with artists and time-lapse videos will be recorded during installations for virtual programming.
 - Exhibits that were suspended by the facility closure will be extended for customer viewing.
 - Exhibits promoted on the Library District's website will be updated with new schedules resulting from the facility closure.
 - Subject to approval by a Director, art gallery spaces may be temporarily shared on a case-by-case basis to meet Library Operations critical needs.

PHASE THREE

- Continue Phase One/Two.
- Social distancing continued:
 - No receptions, guest books, or possibly furniture.
 - Group activities (i.e. tours, workshops, lectures) may resume with socially distance measures implemented

PHASE FOUR

- Regular operations restored including receptions, group activities, and guest books.
- No social distancing restrictions.
- Social distancing signage removed.
- Continue virtual programming.

GENERAL NOTES

The CDC recommends six-feet of distance between individuals. The maximum occupancy of art galleries will be modified based upon using the square footage of each space and the need to properly provide six-feet of space between individuals. Regardless of new maximum occupancy calculations to create six feet of social distancing, directives and guidelines from authority entities identified in the Executive Summary will be enforced.

Art Galleries	Current Square Footage (approximate)	Current Maximum Occupancy	New 6' Social Distancing Maximum Occupancy
Centennial Hills	378	25	13
Clark County	1,300	86	46
Enterprise	300	20	10
Laughlin	300	20	10
Sahara West; East	1,400	93	50
Sahara West; The Studio	4,000	266	142
Sahara West; West	1,200	80	42
Summerlin	1,300	50	46
West Charleston	700	46	25
West Las Vegas	350	29	12
Whitney	1,100	73	39
Windmill	300	20	10

**Neither East Las Vegas nor Spring Valley art galleries are defined as a room. Therefore, maximum occupancy cannot be defined for those spaces.*

LITERACY SERVICES

Jill Hersha; Literacy Services Manager

PHASE ONE/TWO

- No in-person Cycle IV literacy classes will occur. Cycle III literacy classes will complete post-testing.
- A strong emphasis will be placed on virtual programs that can be shared via the Library District’s YouTube page or using the WebEx (or other approved) events platform.
- Reduced student capacity in literacy classrooms at Clark County and East Las Vegas libraries will comply with 6-foot social distancing.
- Performing Arts Centers and meeting rooms will be utilized to retain/offer class sizes of the largest socially-distanced learning opportunity possible.
- Instructors will be provided with virtual professional development in order to conduct online learning classes.
- Students will be provided virtual learning opportunities in:
 - English Language Acquisition
 - Adult Basic Education
 - High School Equivalency
 - Career Online High School
 - Workforce readiness skills
- Short video lessons to promote the WorkKeys Curriculum and other basic work readiness skills will be provided for customers.
- Eligible students may participate in the Integrated Education and Training available at TISOH (The International School of Hospitality) and The Learning Center.
- Will identify areas of need for new and former students. Staff will directly connect them to available resources for self-directed learning.
- Provide in-person remediation, tutoring, and workshops.
- Provide assessments (HiSET, CASAS, WorkKeys) by appointment and in small group participation in compliance with 6-foot social distancing.

- At Clark County Library Literacy Services reception, customers will be encouraged to stop six-feet away through the use of floor decals. Staff will be able to assist them from their work location at this distance.
- At East Las Vegas Library, a plastic shield guard will be erected to mitigate covid-19 transmission between reception and customers.
- Covid-19 informational signage will be posted in reception areas, computer labs, and classrooms.
- At reception areas, staff will wear gloves when passing documents, textbooks, and supplies to/from customers. Customers will be instructed to keep all provided writing instruments.
- Literacy Services computer labs will mirror protocols implemented for Library Operations computer labs which focus on creating appropriate social distancing between devices. Heavy customer volume usage is expected. Literacy Services will provide additional customer access using Chromebooks in the literacy classrooms at both Clark County and East Las Vegas libraries.
- Support customer navigation to/from One-Stop Career Centers. Referrals for education and job placement between Literacy Services and the One-Stop Career Centers is expected to increase dramatically. Literacy Services staff will work closely with One-Stop Career Center staff to assist shared clients and provide access to devices needed to register on EmployNV, apply for jobs, create resumes, apply for unemployment, and other workforce needs.
- Staff will support One-Stop Career Center services by providing access to classrooms spaces for socially-distanced orientations and trainings.
- Staff schedules will be developed to create the opportunity for employees to work in socially distanced work spaces as much as possible, and during regular operating hours to ensure a safe working environment.
- Staff and instructor trainings and meetings will occur virtually or in larger meeting rooms or Performing Arts Centers to provide adequate social distancing.
- Conference attendance is expected to occur virtually. Necessary travel for conferences will be evaluated on a case-by-case basis.
- All instructors, volunteers, partners, contractors, and vendors will be asked to conform to the same mitigation standards as our staff. Some areas include helping to socially distance people a minimum of six feet apart, wearing a mask, and taking personal responsibility to help mitigate infection from spreading to others.
- Literacy Services equipment including Chromebooks, desktops, laptops, and iPads received the Microshield 360 treatment. Other high touchpoint equipment (i.e. projectors, computer mice, handheld clickers) should be disinfected prior to and after usage. District staff will inform contracted instructors, partners, and volunteers of this procedure.
- If necessary, Literacy Services will create and distribute an Adult Learning Program confirmation for students providing them immediate access to the building. Students may show this confirmation in either a printed format or on a mobile device.
- No AARP volunteers.

PHASE THREE

- Continue Phase One/Two.
- Social distancing continued:
 - Increase student capacity in literacy classes and workshops
 - Provide small group tutoring
 - Increase group capacity for assessments
- Staff and instructor training may continue to occur virtually, or in larger meeting room and Performing Arts Center venues allowing for adequate social distancing.
- Expand the quantity of virtual classes and virtual workplace skills offerings as needed.

PHASE FOUR

- Regular operations restored.
- No social distancing restrictions.
- May continue virtual learning depending on interest/need.
- Trainings, conference travel, staff/instructor scheduling, and department meetings will resume as normal.

OUTREACH SERVICES

Glenda Billingsley; Outreach Services Manager

PHASE ONE/TWO

- No in-person outreach events. This will remain in effect through at least June 30.
 - This includes Safe Key visits, community center visits, e-media classes, Spanish classes, professional development training, and quick-start card visits
- A strong emphasis will be placed on virtual programs that can be shared via the Library District's YouTube page or using the WebEx events platform.
- Homebound services will be conducted with new procedures:
 - Holds material will be mailed out to customers with no restrictions
 - Returned materials will be quarantined for four days (no less than 72 hours)
- Senior facility visits
 - No in-person sustained lobby visits to senior facilities; Current senior facilities will be offered drop-off/pick-up delivery functions only.
 - New requests for senior facility partnership will be placed on a consideration wait list.
 - Staff will contact senior facility sites 1-2 days in advance to ensure pick-up/delivery of materials is suitable to both the Library District and senior facility.
 - Library District staff will contact resident customers and encourage them to return materials to a central location onsite.
 - Returned materials will be collected from the central location onsite and new materials will be delivered to the senior facility manager for resident distribution.
- Early childhood education youth programs
 - No in-person early childhood education programming at partnering facilities.
 - Programs will be conducted virtually by Library District staff.
 - Partners will be invited to participate remotely.
 - Programs will be recorded and added to the Library District's virtual program offerings.
 - At a minimum, Outreach Services staff will attempt to contact partners monthly to retain a strong relationship and keep clear communication between organizations.
- Equipment
 - Equipment used by individual staff will be isolated for use on a weekly basis in separate bins at employee workstations.
 - Communal equipment shared by staff will be used solely by one individual and then quarantined for four days (no less than 72 hours).
 - Equipment will not be used by customers due to no in-person programming.
- Early childhood education training and professional development will occur virtually with partners and the community.
- Staff trainings and meeting will be conducted virtually when possible, or in larger meeting rooms and PAC's to provide adequate social distancing.

PHASE THREE

- Continue Phase One/Two.
- Social distancing continued.
- Virtual programming will continue.
- In-person programming, training, and professional development may resume in small group settings and with partners who are able to host Library District staff with the exception of senior facility visits.
- Senior facility lobby visits will remain suspended; drop-off/pick-up services of collection materials will continue.
- Homebound services will quarantine materials in alignment with Library Operations procedures.
- Use of equipment will be evaluated based on recommended best practices and standards.
- Staff trainings and meeting will be conducted virtually when possible, or in larger meeting rooms and PAC's to provide adequate social distancing.

PHASE FOUR

- Regular operations restored.
- No social distancing restrictions.
- Continue virtual programs.
- Trainings, conference travel, and department meetings will resume as normal.
- Realignment and prioritization of partnerships and services based on need, interest, and ability to partner.

PROGRAMMING AND VENUES SERVICES

Ryan Neely; Programming and Venues Services (PVS) Manager

PHASE ONE/TWO

- No meeting room or Performing Arts Center (PAC) rental use, or in-person programming events. This will remain in effect through at least June 30.
- A strong emphasis will be placed on virtual programming that can be shared via the Library District's YouTube page or using the WebEx events platform.
- At-home creation of virtual programming will continue for exempt staff during library facility closure. Upon library facilities reopening, PVS staff will be expected to create and provide weekly virtual programs based on partnership availability and capacity.
- Meeting rooms and PAC venues will be repurposed to offer critical services in collaboration with Library Operations and other Library District critical needs. Re-purposed activities in these spaces will fall within the recommended social distancing guidelines and updated venue maximum occupancy. Examples of re-purposed services may include:
 - Expanded computer lab access
 - Job placement services (One-Stop Career Center)
 - Literacy classes
 - Library furniture and equipment storage
- Rental usage of meeting rooms and PAC's:
 - New rental reservations to use meeting rooms and PAC's are temporarily suspended until January 1, 2021. Rental use of PAC's after January 1, 2021 remain unaffected.
 - Existing reservations from July 1, 2020 through December 31, 2020 will be monitored on a monthly basis and usage will be evaluated on the 15th day of each month prior (i.e. July reservations will be evaluated on June 15).

- Any customer with a rental reservation or contract scheduled through December 31, 2020 may ask for a full refund which will be granted without penalty.
- Partnership usage of meeting rooms and PAC's from July 1, 2020 through December 31, 2020 will be monitored on a monthly basis and usage will be evaluated on the 15th day of each month prior (i.e. July partnership usage will be evaluated on June 15).
- Library Operations plans to utilize spaces at library branches as follows:
 - CH – Meeting Room used for possible quarantine area
 - EN – Meeting Room used for adult computer access with laptops
 - EV – Meeting Room used for adult computer access with laptops; Note: the outdoor line will form in the hallway in front of the meeting space and ALP area.
 - RB – Small Conference Room used for possible quarantine area
 - SM – Theater used for possible quarantine area
 - SV – Meeting Room used for adult computer access with laptops
 - WC – Conference Room used as overflow for staff lounge
 - WH – Small Conference Room being used for adult computer access with laptops
 - WV – Conference Room being used for adult computer access with laptops
- The Library District's rental facility page and room reservation platform will be updated to reflect the suspension of venue availability and new maximum venue occupancy.
- Maximum occupancy signs will be adjusted to reflect occupancy for social distancing.
- Scheduling and Programming Staff will be scheduled at opposing times when necessary to alleviate working together in small rooms.
- Technical and Production Services (TPS) staff may be scheduled to work in small groups not to exceed three technicians per venue. When travel is required between locations, staff are encouraged to take separate vehicles if possible.
- Conference travel for specialized training will not be considered.
- Staff trainings and meeting will be conducted virtually when possible, or in larger meeting rooms and PAC's to provide adequate social distancing.

PHASE THREE

- Social distancing continued.
- All meeting room and PAC venues are likely to continue operating in some form of limited audience/performer capacity.
- Library partnership programming events may resume in meeting rooms and PAC's which conform to the Library District's framework and social distancing standards. Programming focus will be prioritized to serve critical community needs and Library District strategic initiatives.
- Library Operations meeting room and PAC usage will be evaluated to determine necessity and/or incorporate programming.
- Meeting room and PAC rental usage will be restored in accordance with this framework, social distancing standards, and revised maximum occupancies.
- Scheduling and Programming staff will work with other library staff, programming partners, and rental customers to arrange venue furniture with proper social distancing implemented. Rearrangement of the furniture should be approved by a PVS or PIC level staff member.
- Chairs that exceed a venue's recommended social distancing capacity will be removed.
- Programming activities that do not allow for social distancing such as meet and greets, receptions, and close interactions between participants will be suspended until Phase Four.
- Access to demonstration kitchens and kitchenettes will be limited to Library District staff and approved partners.

- Consideration for rental approvals of meeting rooms and PAC's will resume for available dates in 2020, with revised maximum occupancies in effect.
- The Library District's rental facility page and room reservation platform will be updated to reflect new maximum venue occupancies and reservation approvals.
- Approval for refund requests will be granted in full upon customer request.
- To manage venue seating capacity, customers will only be allowed entrance through one door, with at least one staff member keeping count. A second staff member inside the venue will assist customers to locate socially distanced seating. Rental customers will be required to supply additional ushers for their rental event to ensure proper social distancing with audience members.
- Venues with backstage amenities will be impacted. All *Green Room* spaces will be closed to performers. Only one person will be permitted to occupy star dressing rooms. Large chorus dressing room capacity will be reduced based on the square footage of each venue to accommodate proper social distancing requirements.
- Microphones will not be shared between persons and shall be cleaned/sanitized per manufacturer recommendations between uses. Any microphones needed over the course of multiple days will be assigned for individual use. TPS staff will handle devices with Library District provided gloves. Sanitizing solutions will be used on all equipment or materials handled by other persons prior to and after being removed from storage.
- Other high touchpoint areas backstage will be sanitized between each event/usage.
- All technical booths will have a maximum occupancy of two persons, with the exception of West Charleston, which will be limited to one person. When necessary, lighting or sound control consoles can be relocated on stage or to a sectioned off area of the audience seating area. Non-Library staff will be excluded from control booths and encouraged to communicate with staff via a *God Microphone* or headset telecommunications.
- All partners, contractors, and vendors will/should be asked to conform to the same mitigation standards as our staff. Some areas include helping to socially distance people a minimum of six feet apart, wearing a mask, and taking personal responsibility to help mitigate infection from spreading to others.
- Overflow viewing areas for customers may be set up in lobbies, meeting rooms, or art galleries. The ability to accommodate an overflow space will be determined by library branch SPS staff, or the library PIC (person-in-charge) and the area will be set-up to ensure proper social distancing. Utilizing an art gallery for overflow viewing must be approved by the Gallery Services Manager.
- Staff will be scheduled to allow for additional load-in time for all events in order to ensure social distancing can be maintained.
- Staff will set-up stanchions in lobbies with signage and floor decals to ensure customers practice social distancing while waiting in line to enter a venue.
- For programs anticipated to reach or exceed capacity, staff may implement an online registration system such as BiblioEvents or EventBright. This will help decrease the number of customers that may otherwise need to be turned away due to reduced capacity. A standby ticketing system will be implemented for some customers who were unable to register.
- A ticketing system using disposable tickets will be implemented for certain venues to reduce long lines of customers waiting to enter an event or for staff to implement event registration. Multiple programs will be offered when possible, allowing greater access for customers to experience the program in smaller groups.
- Conference travel for specialized training will be evaluated on a case-by-case basis.
- Staff trainings and meeting will be conducted virtually when possible, or in larger meeting rooms and PAC's to provide adequate social distancing.
- Operation plans for PVS staff scheduling from Phase One/Two will remain in effect.

- A strong emphasis will continue to be placed on virtual programming that can be shared via the Library District’s YouTube page or using the WebEx events platform.

PHASE FOUR

- All meeting rooms and performing arts centers can return to operating at full occupancy levels.
- No social distancing restrictions.
- The Library District’s rental facility page and room reservation platform will be restored to original occupancy levels.
- Programming staff will contact and assist community partners and rental users whose programs were suspended to plan and reschedule their event at the Library District.
- In-person programs with contracted artists will resume.
- Programming staff will return focus to in-person programming events while still creating virtual programming content when possible.
- PVS staff may resume working together in shared office spaces, and in larger work groups.
- Trainings, conference travel, staff scheduling, and department meetings will resume as normal.

GENERAL NOTES

The CDC recommends six feet of distance between individuals. Regardless of new maximum occupancy calculations to create six feet of social distancing, directives and guidelines from authority entities identified in the Executive Summary will be enforced. Customers from the same household may be allowed to sit together so long as social distancing can be maintained from other customers.

- Meeting Room Audience and Presenters – The maximum occupancy of meeting rooms will be modified based on the square footage of each space and the need to properly provide six feet of space between other individuals. Capacity may vary depending on the event furniture and seating configuration.
- Performing Arts Center Audience – The maximum occupancy of Performing Arts Centers will be modified based upon the layout of fixed seating. Customers will only occupy every third seat, in every other row, providing a minimum of six feet of space between individuals.
- Performing Arts Center Performers and Backstage Crew – The maximum occupancy of Performing Arts Center performer and backstage crew will be modified based on the lesser of either backstage or onstage square footage, in order to provide for six feet of space between performers and crew.

Meeting Rooms Audience and Presenters	Current Square Footage (approximate)	Current Maximum Occupancy	New 6’ Social Distancing Maximum Occupancy
Centennial Hills			
Multipurpose Room	1,230	60	22
Clark County			
Large Conference Room	1,479	100	26
Paul C. Blau Theatre	1,512	80	27
East Las Vegas			
Meeting Room 1	1,610	150	37
Meeting Room 2	1,610	150	37
Meeting Room 1&2	3,220	300	75

Enterprise			
Multipurpose Room	1,230	80	27
Laughlin			
Conference Room	234	15	4
Multipurpose Room	1,120	75	20
Mesquite			
Community Room	1,127	70	20
Learning Center Room	348	24	6
Rainbow			
Conference Room	175	15	3
Meeting Room	2,200	100	39
Sahara West			
Board Room	612	45	11
Multipurpose Room	2,752	160	49
Spring Valley			
Conference Room	1,100	50	20
Summerlin			
Conference Room	556	40	10
West Charleston			
Conference Room	646	40	12
West Las Vegas			
Conference Room	1,350	45	10
Whitney			
Conference Room	520	37	9
Windmill			
Conference Room	1,475	70	26

Performing Arts Center Audience	Current Maximum Occupancy	New 6' Social Distancing Maximum Occupancy
Clark County	399	86
Summerlin	292	56
West Charleston	276	45
West Las Vegas	295	45
Whitney	198	40
Windmill	294	62

Performing Arts Center Performers and Backstage Crew	Current Maximum Occupancy	New 6' Social Distancing Maximum Occupancy
Clark County	100	15
Summerlin	150	15
West Charleston	20	3
West Las Vegas	60	9
Whitney	26	4
Windmill	84	8

YOUTH SERVICES ADMINISTRATION

Shana Harrington; Youth Services Manager

PHASE ONE/TWO

- No story time or in-person programming events will occur. This will remain in effect through at least June 30.
- A strong emphasis will be placed on virtual programming that can be shared via the Library District's YouTube page or using the WebEx events platform.
- At home creation of virtual programming will continue for exempt staff during library facility closure. Upon library facilities reopening, Youth Services Administration will oversee the minimum creation of 12 weekly virtual programs per week including submissions from makerspace and Best Buy Teen Tech Center staff.
- Staff and partnership usage of facilities from July 1, 2020 through December 31, 2020 will be monitored on a monthly basis and usage will be evaluated on the 15th day of each month prior (i.e. July programming usage will be evaluated on June 15).
- Regular communication between Youth Services Administration and Youth Services Department Heads will occur via a Slack channel. The Slack channel will be used to communicate general announcements and updates.
- Summer Challenge 2020 has been modified and will operate differently due to covid-19. The program launched on May 15 and will operate through July 31.
 - Customers should be encouraged to sign-up and participate online using Beanstack.
 - Paper logs are available for marketing purposes and sign-ups as well.
 - 80,500 Marketing brochures with Summer Challenge logs attached were distributed to 32 of the 46 CCSD food insecurity distribution sites.
 - Summer Challenge activities were revised to be more 'Stay at Home' friendly. Booklists were created for the website. E-books and e-audiobooks have also been included for customer accessibility from home.
 - Training for staff will be provided in a video format instead of in-person.
 - As with library materials returns, staff may quarantine paper logs for four days (no less than 72 hours) when library customers return a fully completed log.
 - Book prizes to customers will be distributed only from behind a service desk, allowing staff to limit physical contact with these prizes.
- Summer meal distribution for youth in partnership with Three Square is suspended until further notice. Three Square is developing plans to return meal distribution and is aware of the Library District's intention to host/provide this service as soon as possible.
- Youth Services will provide 20 Dell laptops from the mobile coding lab, 24 Chromebooks, 24 MacBook computers, and 20 Vegas PBS tablets typically used for youth branch programming to support computer lab and social distancing needs for Library Operations. These devices will be unavailable for regular service. Once returned, staff will be able to utilize these devices for in-house virtual programming. These devices all received the Microshield 360 application.
- Equipment
 - No programming equipment will be used or circulated to branches during this phase. These include but are not limited to: button makers, 3D pens, SnapCircuits, STEAM and Maker kits, LittleBits, and microscopes.
 - Youth Services will provide current computer programming equipment, 20 Dell laptops from the mobile coding lab, 24 Chromebooks (three labs of eight computers), 18 MacBook computers (three labs of six computers), and 20 Vegas PBS tablets, typically used for youth branch programming to support computer lab and social distancing needs for Library Operations. These devices will be unavailable for regular service. Once returned, staff will be able to

utilize these devices for in-house virtual programming. These devices all received the Microshield 360 application.

- Outreach/Makerspaces – Library Operations will provide direction to staff and for venue operation with these services.
- Staff trainings and meetings will be conducted virtually when possible, or in larger meeting rooms to provide adequate social distancing.
- No volunteers during these phases.

PHASE THREE

- Continue Phase One/Two regarding communication, Summer Challenge, and summer meal distribution.
- Social distancing continued.
- Computer devices provided in Phase One/Two will likely return to Youth Services Administration. As they do, staff may utilize these devices in programming. These devices have the Microshield 360 treatment and can be reserved using the online reservation system.
 - This will not include the cameras and movie making kit that are part of the tech art lab.
- All programming spaces are likely to continue operating in some form of limited audience/presenter capacity.
- Staff-led, in-person programming will resume. The amount of story times are likely to increase compared to normal activities, with reduced attendees permitted at each session.
 - Story times may be re-located to meeting rooms to accommodate larger groups and still allow for proper social distancing.
 - Branch staff and Youth Services Administration will coordinate with Programming and Venues Services to utilize Communico and reserve these meeting rooms.
 - Some storytime rooms are being used as storage areas for furniture and other items. Youth Services Administration will coordinate with branch staff and General Services to relocate this furniture before Phase Three is implemented.
 - Equipment: Staff will not be permitted to use shakers, scarves, or other items that are not disposable during this phase.
 - For programs anticipated to reach or exceed capacity, staff may implement an online registration system such as BiblioEvents or EventBright. This will help decrease the number of customers that may otherwise need to be turned away due to reduced capacity. A standby ticketing system will be implemented for some customers who were unable to register.
 - A ticketing system using disposable tickets will be implemented for certain venues to reduce long lines of customers waiting to enter an event or for staff to implement event registration. Multiple programs will be offered when possible, allowing greater access for customers to experience the program in smaller groups.
 - Library partnership programming events may resume in youth story time and teen areas which conform to the Library District's framework and social distancing standards. Programming focus will be prioritized to serve critical community needs and Library District strategic initiatives.
 - To manage venue seating capacity, customers will only be allowed entrance through one door with at least one staff member keeping count. A second staff member inside the venue will assist customers to locate socially distanced seating.

- All partners, contractors, and vendors will/should be asked to conform to the same mitigation standards as our staff. Some areas include helping to socially distance people a minimum of six feet apart, wearing a mask, and taking personal responsibility to help mitigate infection from spreading to others.
- Staff will establish queue lines with floor decals to ensure customers practice social distancing while waiting in line to enter a venue.
- Other youth programming of smaller scale may resume with socially distanced limited capacity. Examples of suggested programs are:
 - Make-and-Take activities
 - One time use items for STEAM demonstrations
 - Teen scavenger hunts
 - Online gaming using the youth services computer equipment
- Staff trainings and meeting will be conducted virtually when possible, or in larger meeting rooms to provide adequate social distancing.
- A strong emphasis will continue to be placed on virtual programming that can be shared via the Library District's YouTube page or using the WebEx events platform.

PHASE FOUR

- Regular operations restored.
- No social distancing restrictions.
- Continue virtual programs.
- Regular programming will return including:
 - Story times for ages five and under with their families
 - School-age programs
 - Teen programming
 - Outreach/Makerspaces – Library Operations will provide direction to staff and for venue operation with these services.
 - Use of storytime enrichment items including scarves, shakers, rhythm sticks, etc. These items will be cleaned in accordance with Library District procedures.
 - Reservations for programming equipment. Staff can be utilize the online reservation system for equipment such as button makers, 3D pens, SnapCircuits, STEAM and Maker kits, LittleBits, and microscopes.
 - Programs with contracted partners.
 - Larger youth events (i.e. Kickoff to Kindergarten, STEAM Carnival). Certain larger fall programs may be rescheduled to the spring.
- Trainings, conference travel, staff scheduling, and department meetings will resume as normal.

General Notes

The CDC recommends six feet of distance between individuals. Regardless of new maximum occupancy calculations to create six feet of social distancing, directives and guidelines from authority entities identified in the Executive Summary will be enforced. Customers from the same household may be allowed to sit together so long as social distancing can be maintained from other customers.

Youth Activity Areas	Current Square Footage (approximate)	Current Maximum Occupancy	New 6' Social Distancing Maximum Occupancy
Centennial Hills			
Story Time Room	308	26	11
Clark County			
Story Time Room	680	70	24
East Las Vegas			
Imaginarium	875	59	31
EL28	500	27	17
Enterprise			
Story Time Room	190	34	6
Rainbow			
Story Time Room	500	75	17
Sahara West			
Parenting Room	469	48	16
Story Time Room	990	60	35
Spring Valley			
Story Time Room	816	85	29
Summerlin			
Story Time Room	500	60	17
Sunrise			
Story Time Room	995	66	35
West Charleston			
Story Time Room	500	75	17
West Las Vegas			
Story Time Room	605	41	21
Whitney			
Story Time Room	468	72	16
Windmill			
Story Time Room	600	41	21

**For children’s activities at Laughlin, Mesquite, and Moapa Valley, please refer to meeting room information in Programming and Venues Services.*

*** Maximum capacity must be reduced further if large furniture (i.e. tables, chairs) also occupy the space.*

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